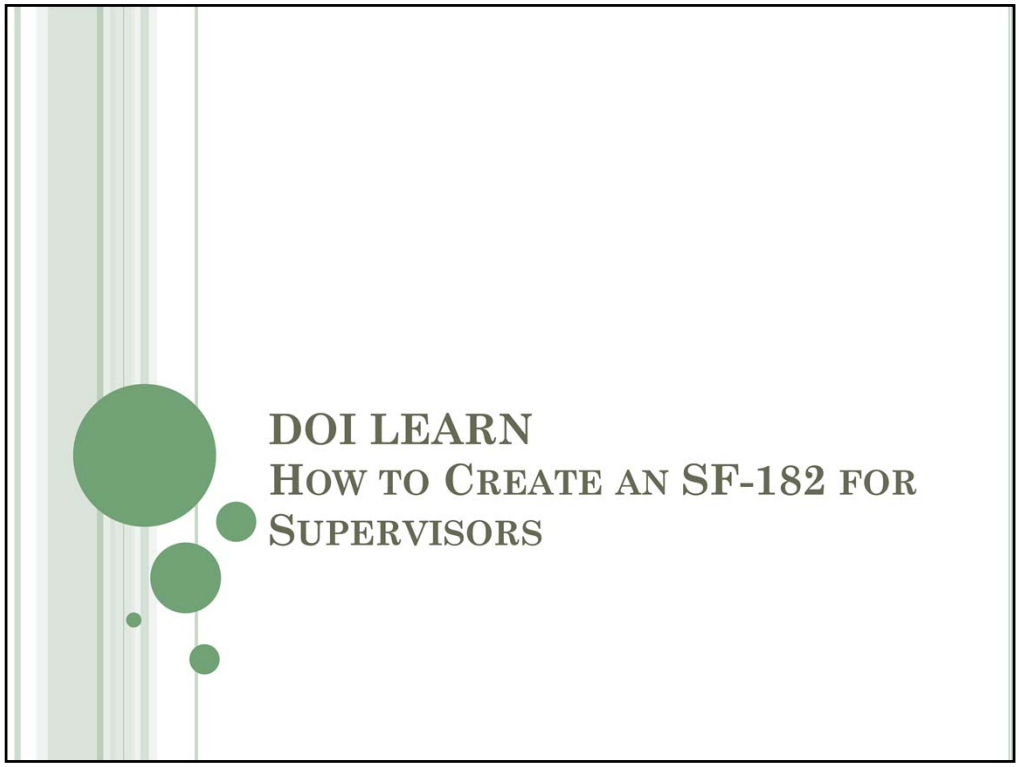


These are slides that talk about How a Supervisor can submit an SF-182 on behalf of their employee, but also how the Supervisor is responsible for approving their employee's SF-182 request and then manually marking it complete in the employee's Gradebook.

If the web portal is ever down due to DOI, this is the direct login to DOI Learn. Enter: *Username and Password:*

If you forget your password, you can click on "I forgot my Password" and one will be sent to the email in the system.

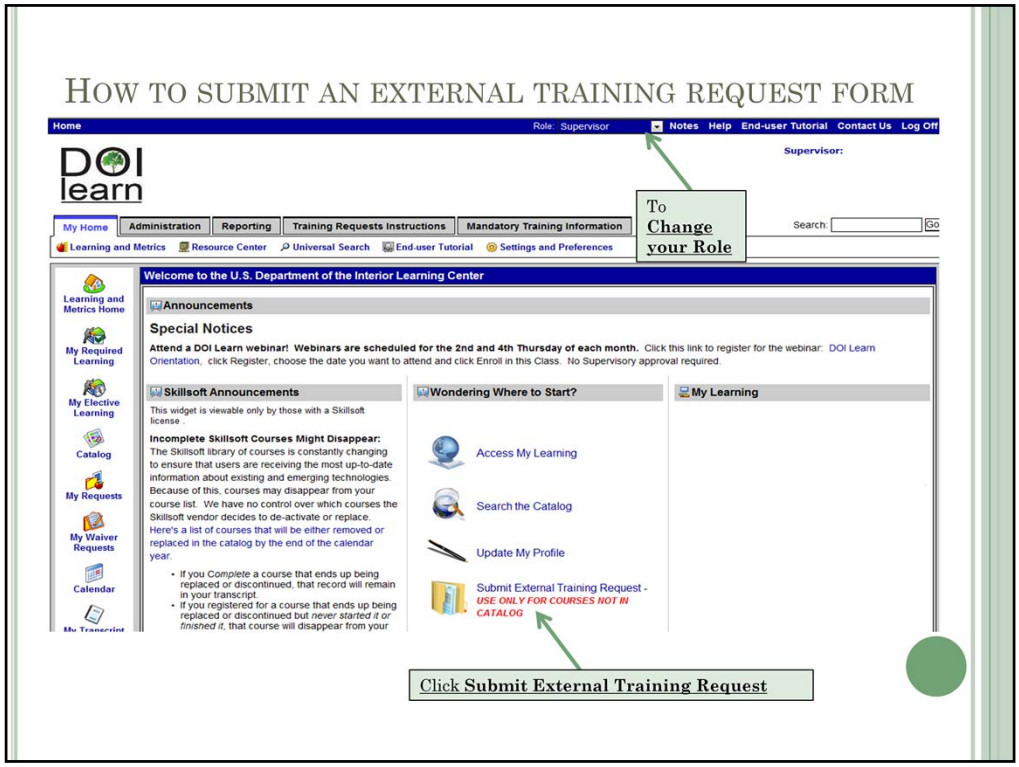
Note: If the system asks for the OLD password when you are changing it, be sure to use the same password you just entered and not a password from the old system.

Note: Please take note of the password requirements as they have changed, you now must create a 12 digit password. Read the screen.

Only External people with NO previous DOI LEARN account, should click on "Request a new Account." Federal employees should Never click on Request a new account.

Once an external person receives an account in DOI LEARN, they can log in the same screen above as Federal employees.

If you are still having problems logging in, contact the Help Desk at: 1-866-466-1998 or email: doilearn@geolearning.com



Once logged in, Make sure your role says: Supervisor (at the top of the screen). CLICK Submit External Training Request link in the middle of the screen.

Technically, employees should submit External Training Requests (SF-182s) for training taken outside of DOI LEARN they want to receive credit for, however, a Supervisor can submit one on behalf of the employee. No matter who creates it, a Supervisor must manually approve it in the approval manager and manually mark it complete in the gradebook for it to show on the Employee's transcript.

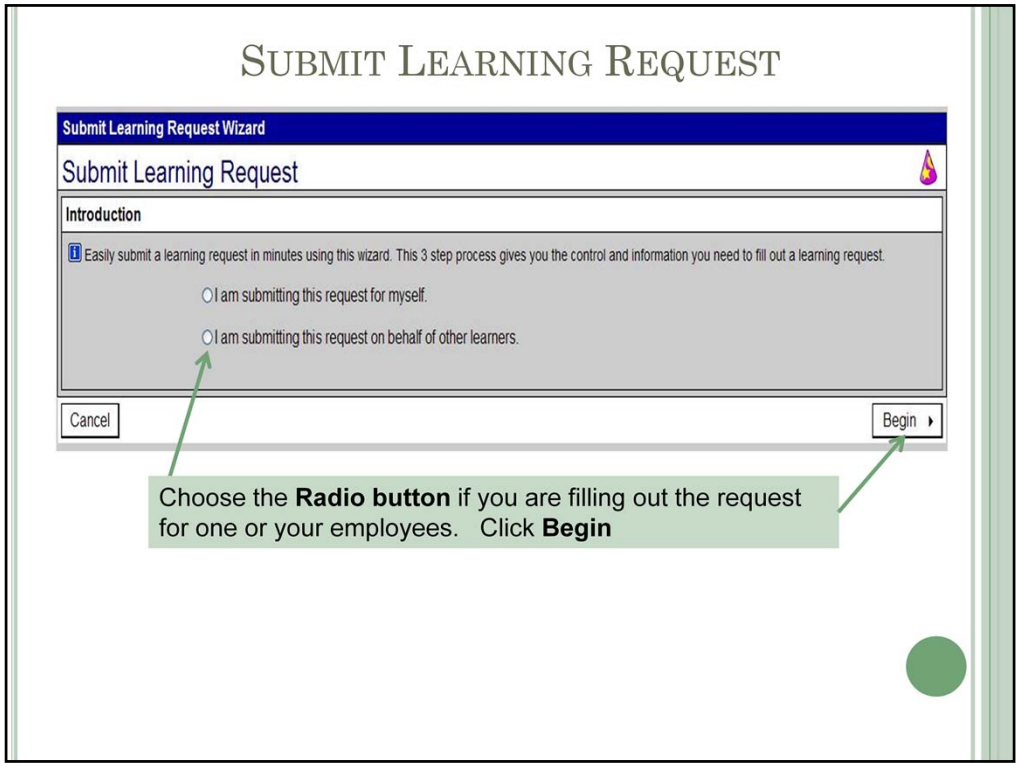
NOTE: It is recommended the SF-182 form **in** DOI LEARN be completed **AFTER** the employee has attended training that is not in DOI LEARN.

You cannot cancel an SF-182 once the Supervisor approves it, so it sits on the transcript as Incomplete. Best Practice:

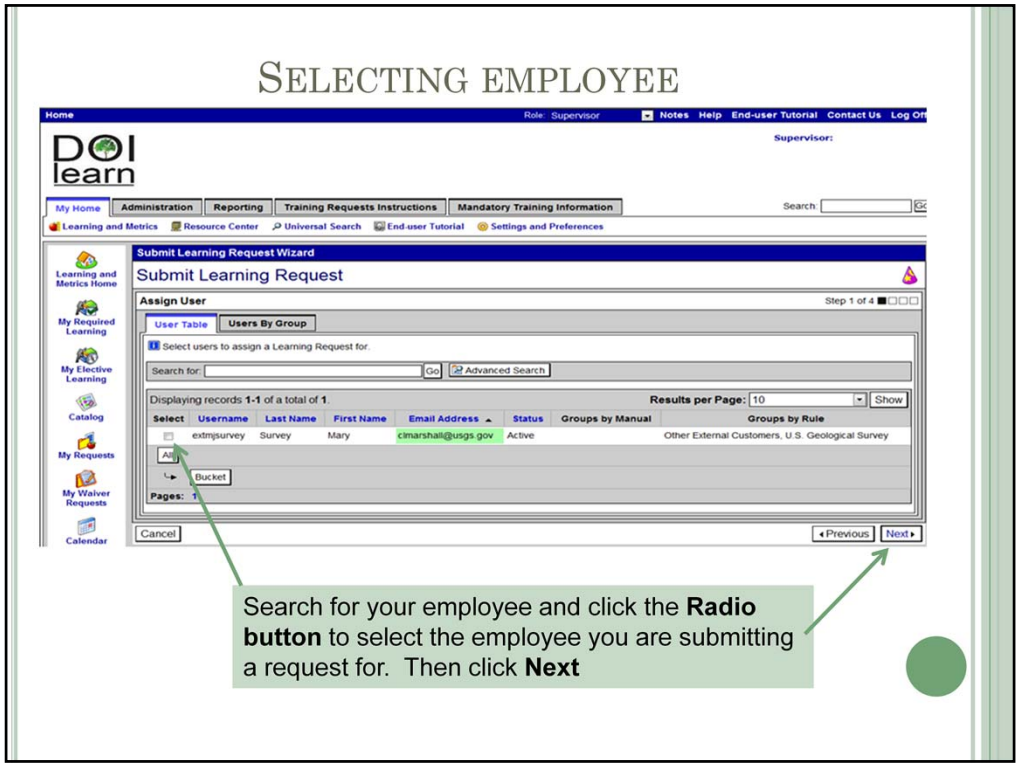
If you must use the SF-182 to pay for training, please go to https://www.opm.gov/forms/pdf_fill/SF182.pdf and fill out the form to fax to the vendor for payment and after the training, complete the SF-182 in DOI LEARN for a document of record.

NOTE: This is mentioned under the **"Training Requests Instruction"** tab in DOI LEARN.

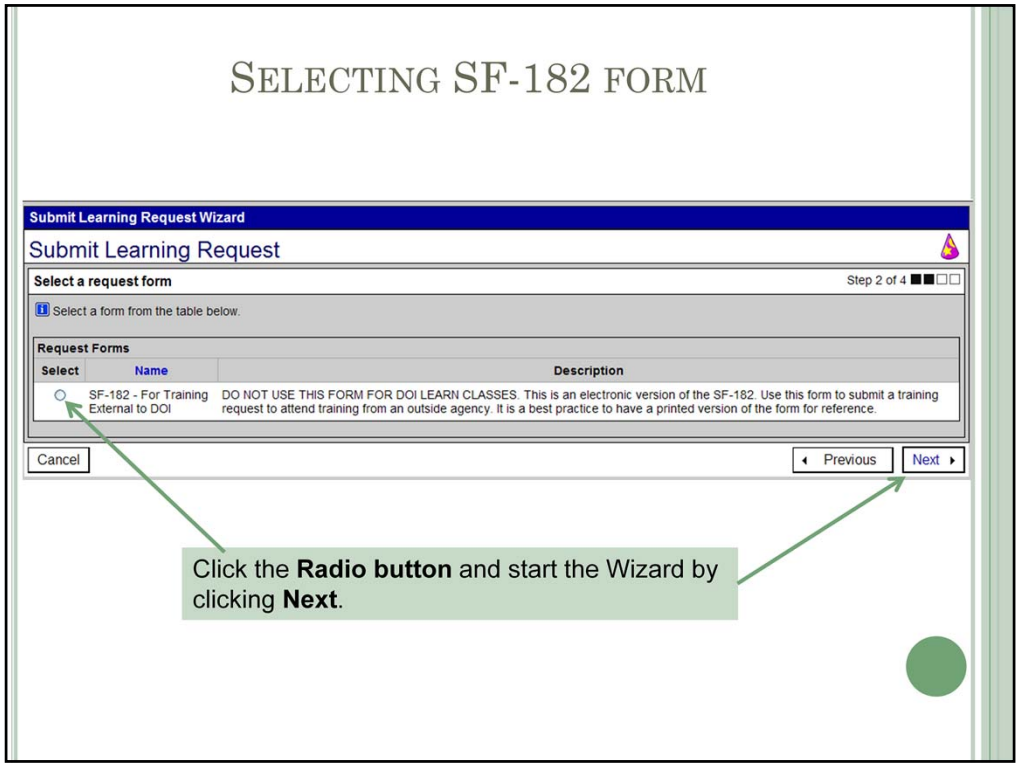
We have How-To slides at the web portal and on our web site to help with this process:
http://training.usgs.gov/doilearn/index.html



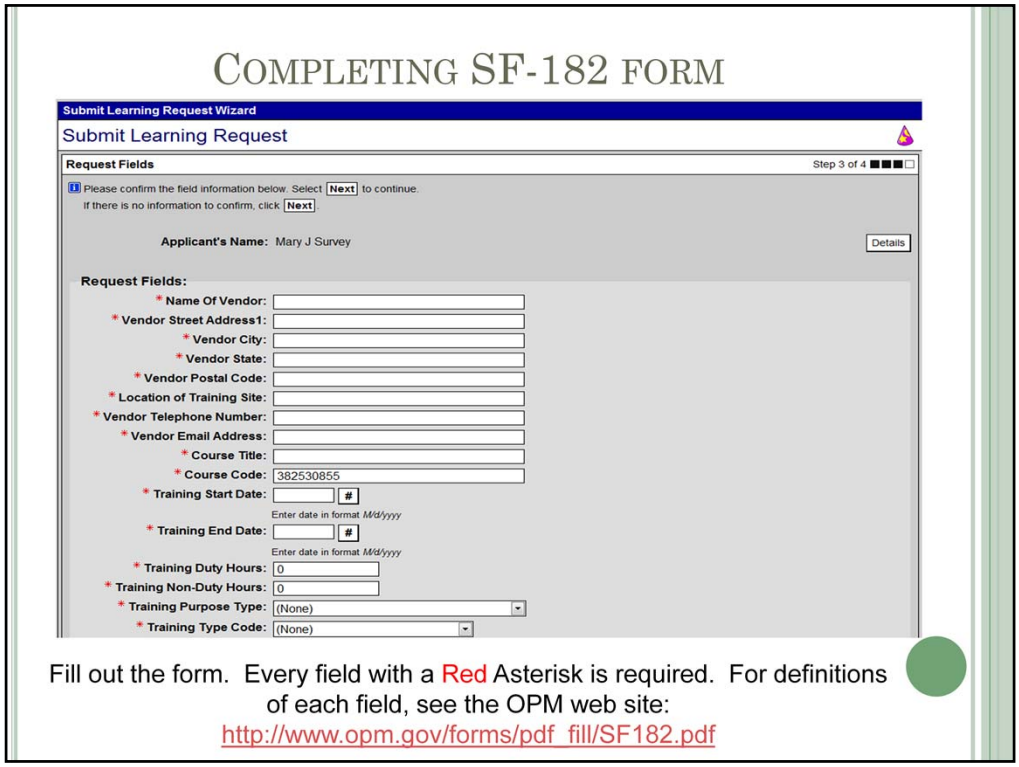
Choose the radio button if you are filling out the request for yourself or someone else. Click Begin



Click the Radio button to select the employee you are submitting a request for. Then click NEXT



Click the Radio button and start the Wizard by clicking Next.



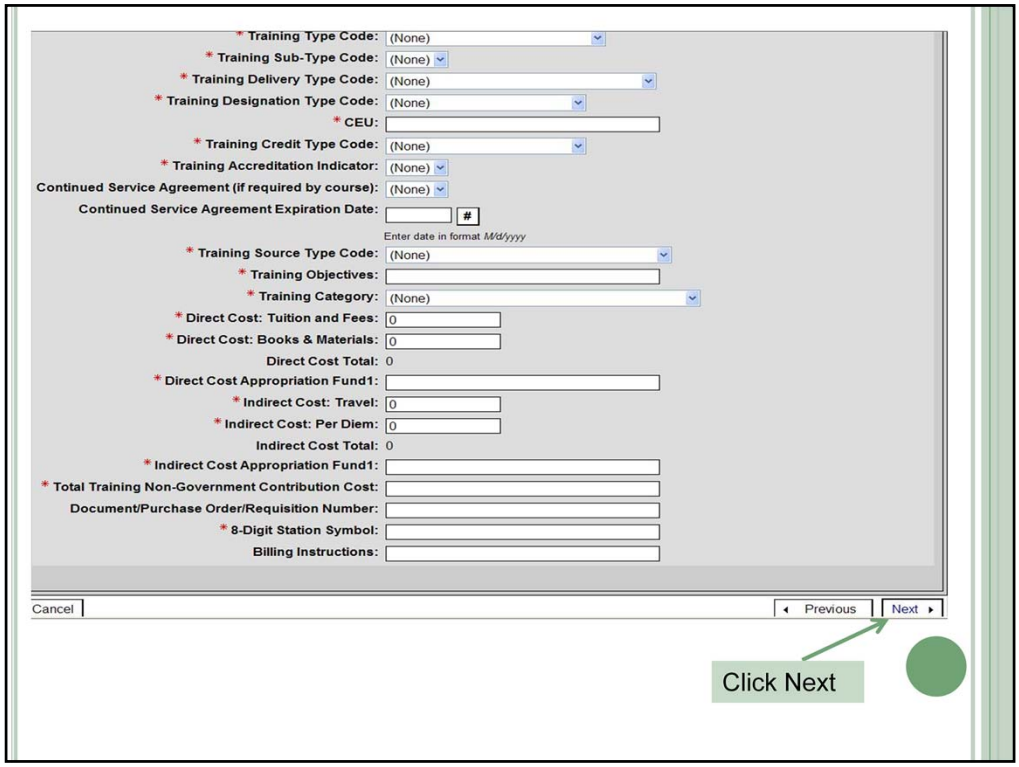
Fill out the form. Every field with a Red Asterisk is required. For definitions of each field, see the OPM web site: http://www.opm.gov/forms/pdf_fill/SF182.pdf

Or talk to your Administrative Officers.

Vendor Name Note: If the vendor name already exists, the system will ask you to import the existing information. If you do not wish to do this, you must ensure the vendor name is unique so add Your name to the end of the Vendor's Name here.

Course Title: The course title must be unique. We suggest putting the course title and adding the Employee's Name here and the date of the class or date of the SF-182 (i.e. Writing with Ease-Mary Survey-August 8-2010).

Course Code Note: The course code must be unique. Make it something original. For instance, for a Chemistry class, put something like CHEM101_081010 for the name of the class and the date OR add your initials at the end like CHEM101_081010mjs.



This is just a continuation of the form. Click Next when filling it out. It will error and tell you the problem if you miss a field or two.

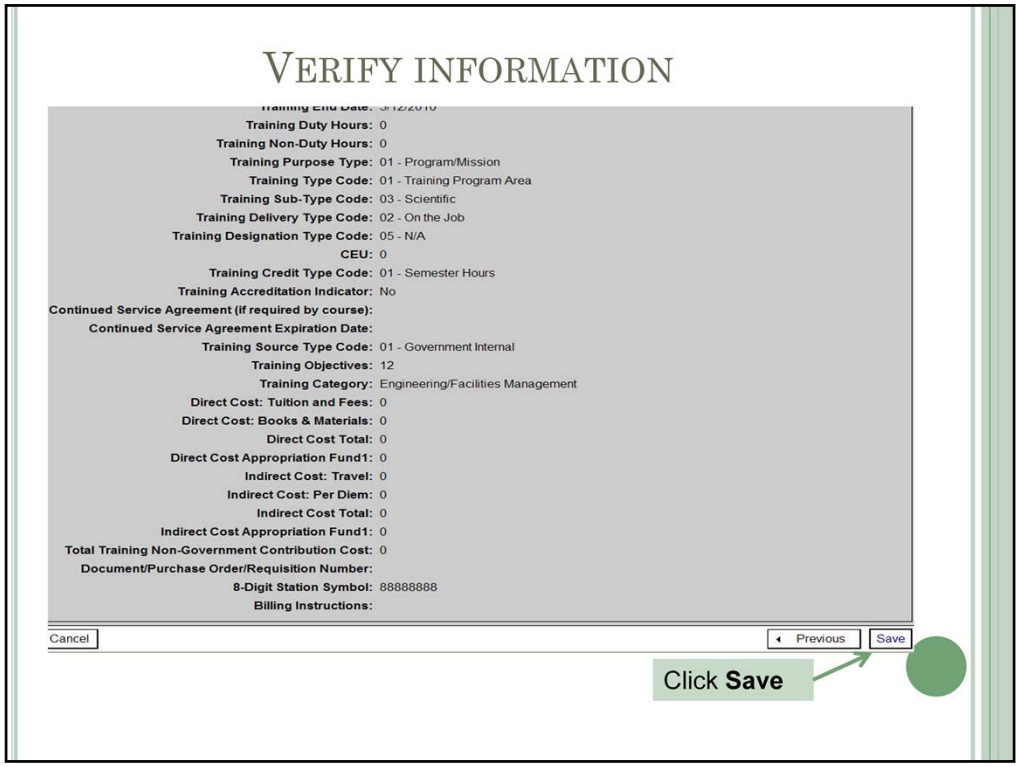
Hours Note: Hours must be in whole numbers

Training Credit Type Code Note: Choose semester if you are unsure.

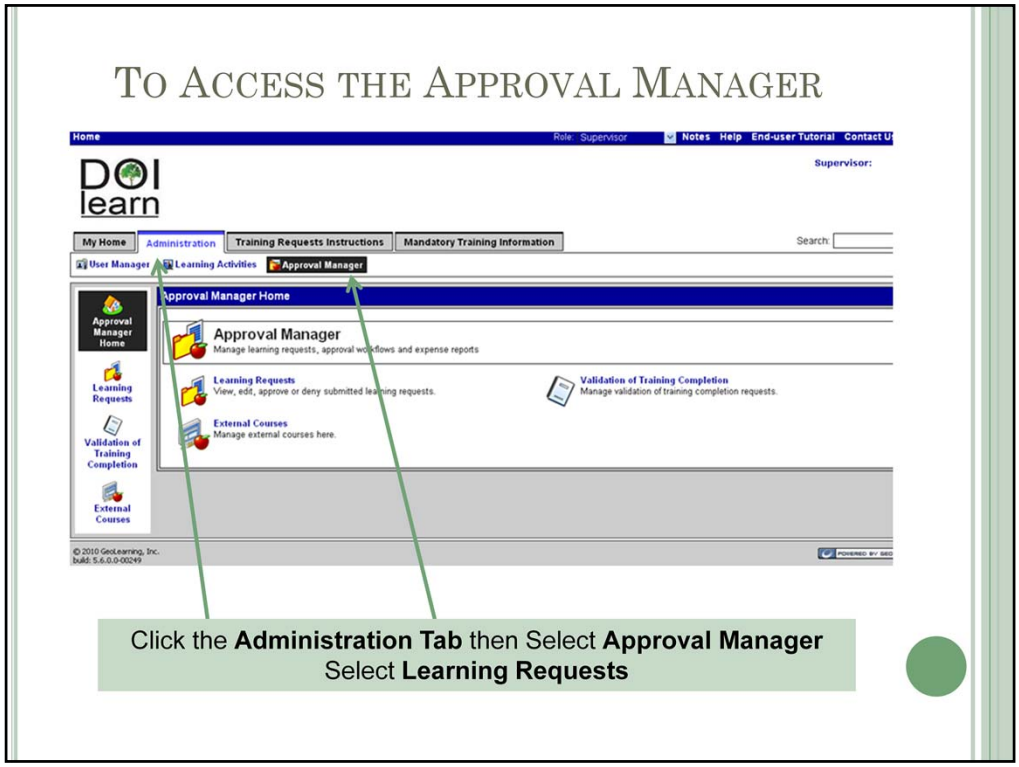
Direct Cost Note: Do not use dollar signs or decimal points, round to the nearest dollar.

For the **8 digit station symbol**, see your Administrative Officer.

Click **Next** when finished.



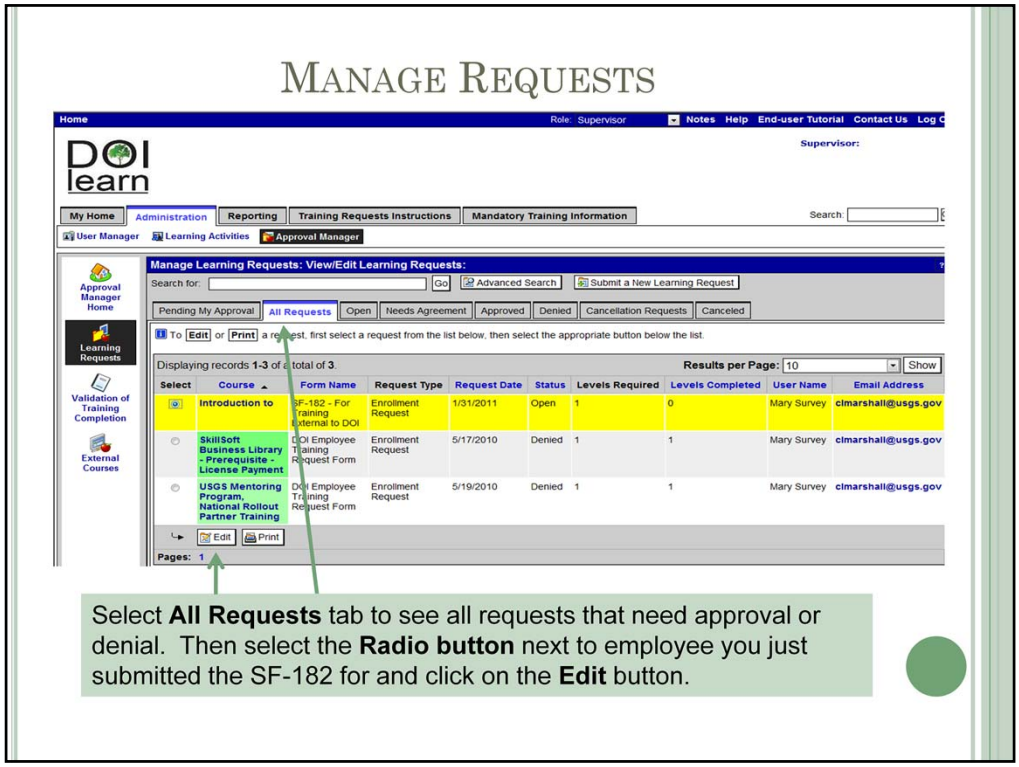
Check the form and click **Previous** if you need to change anything. <u>Once Saved, you cannot change it and Once Supervisor Approves it, you cannot drop or remove it.</u> You will receive an email letting you know this needs to be approved or denied by Supervisor. Note: If Supervisor is filling this out, Supervisor will receive the email and must complete the next step of approving it and then manually marking it complete in the employee's gradebook.



Next, you need to Approve the request you just created for your employee.

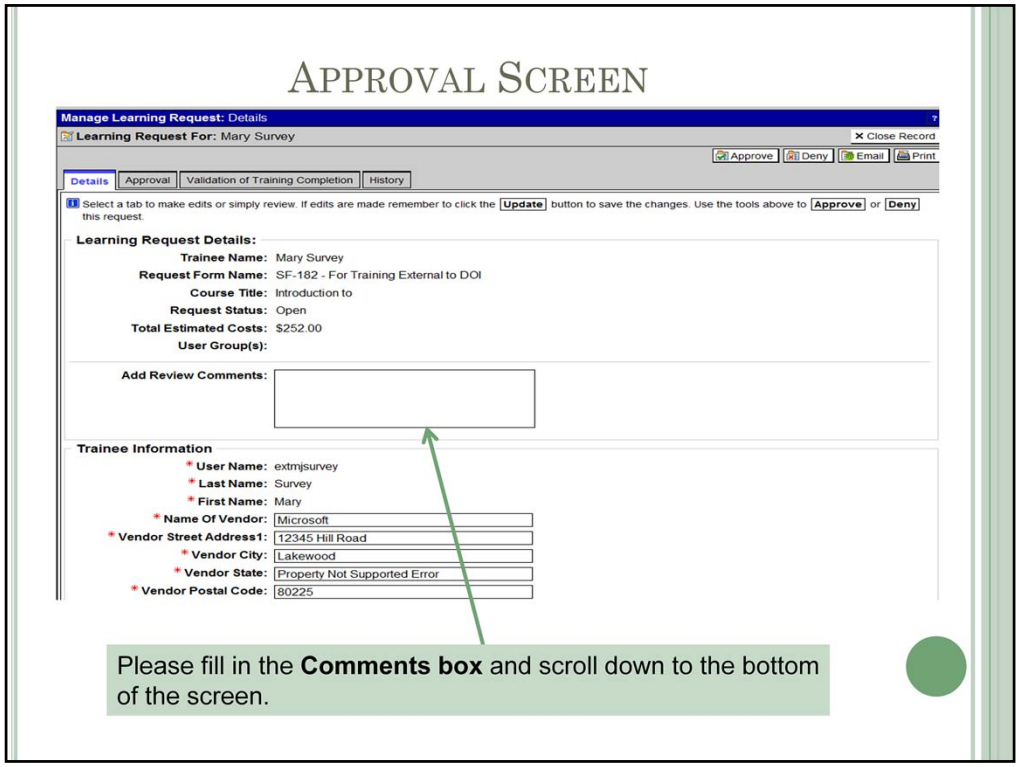
In order to approve training you have to:

-Click on the **Administration tab**
-Select **Approval Manager**
-Select **Learning Requests**



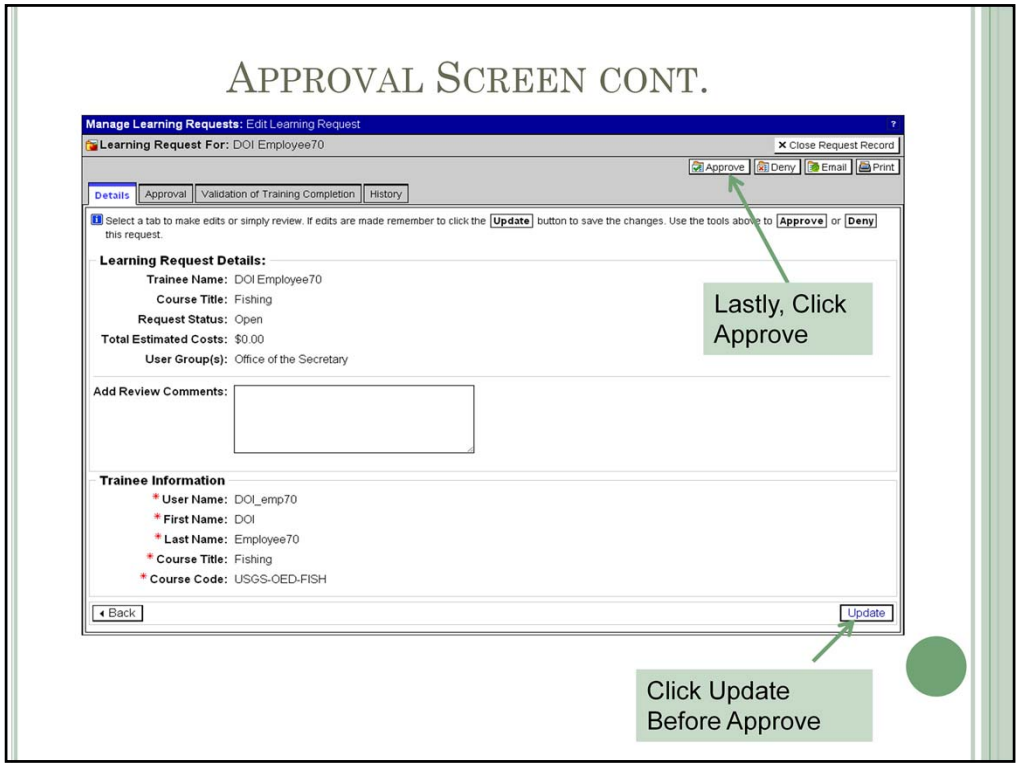
Once you click on **Learning Requests:**

-It will default to the **Pending My Approval** Tab. You may need to change it to **All requests** to see your employees requests including the one you submitted for your employee.
-**Select** the request you wish to approve/deny by clicking the radio button and then click on the **Edit** button.
-You can also search for the specific request in the Search field and Click **Go. Note:** You can also use the **Advance Search** filter.
-You can change the **Results per Page** you see too.



Once you select the requests to edit, the **approval** screen will appear:

-Fill in any **Review Comments** if you have any. These will appear in an email sent back to the employee once approved.
-After filling in the review comments section, scroll down to the bottom of the form.

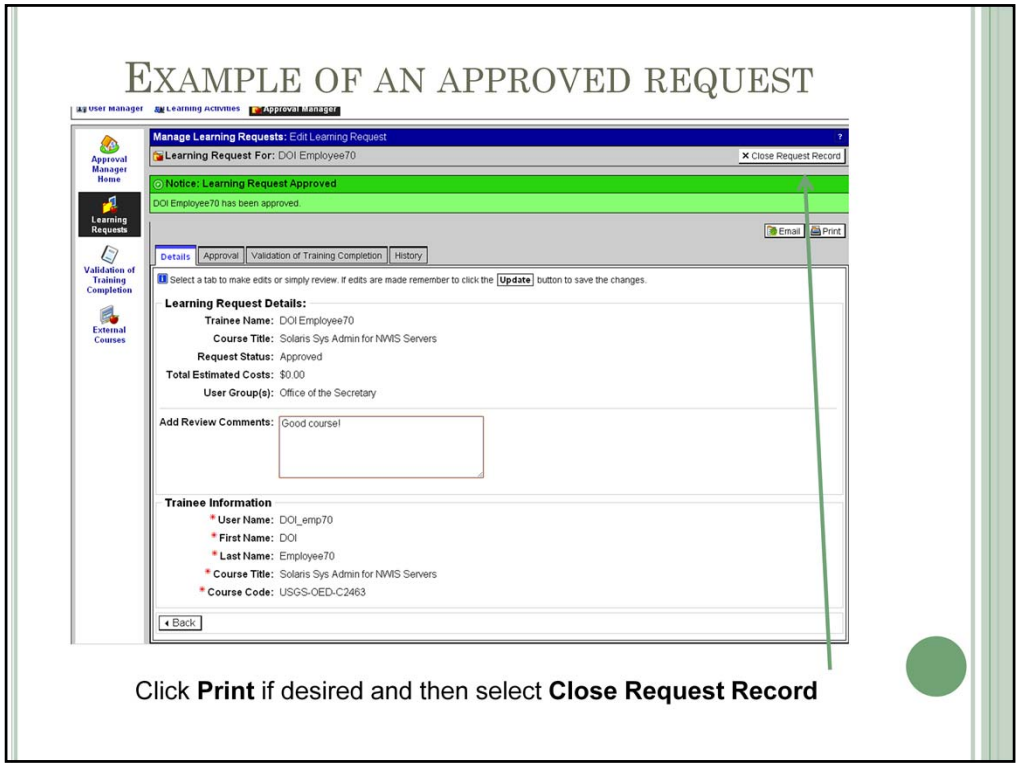


Approval Screen Continued

-Click "**Update**" in lower right corner

-The Screen refreshes with "Update Successful."

-Lastly, click "Approve" at the top right of the screen.

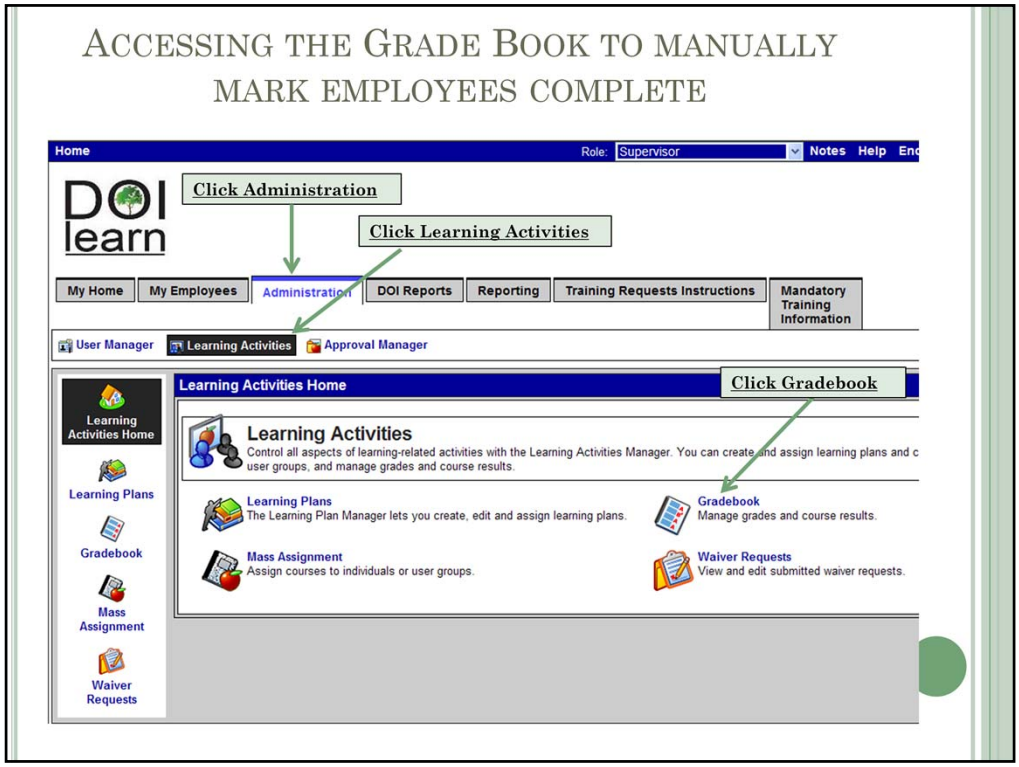


-A **green bar** will appear at the top.

IF THE SCREEN ERRORS IN RED, READ THE ERROR, MAKE THE PROPER CHANGES and this time click "**Update" before "Approve."**

-You can **print** this confirmation for your records if you wish.

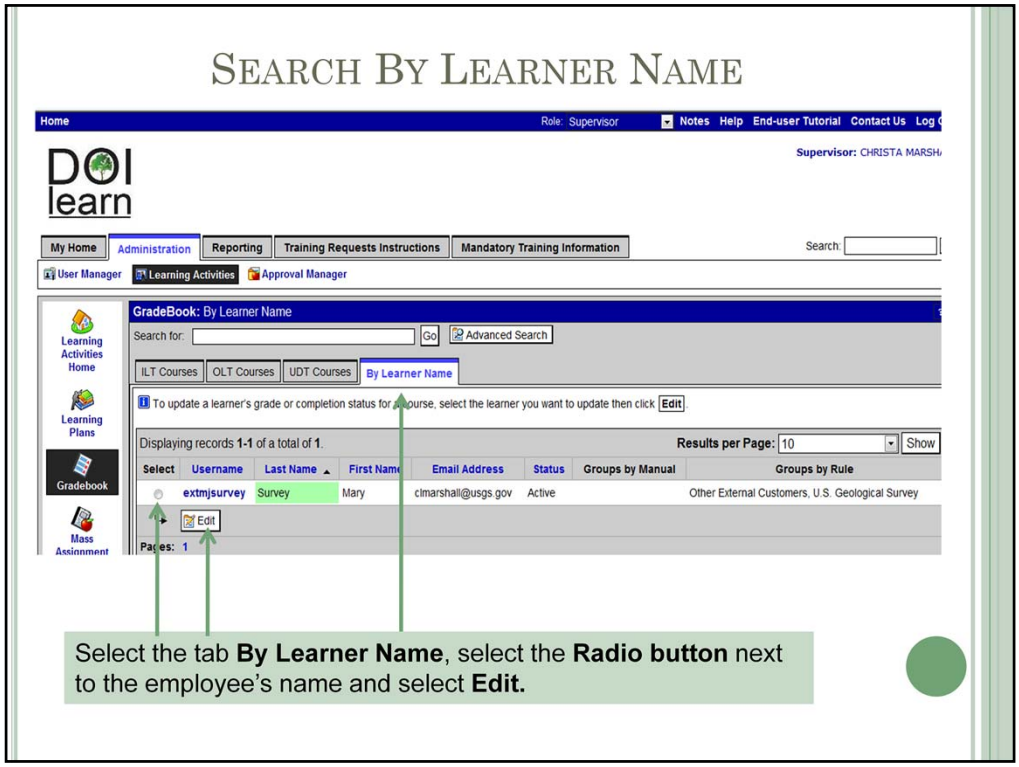
- After you are finished with the request, you must click on "**Close Request Record"** and you are finished with the Approval Manager.



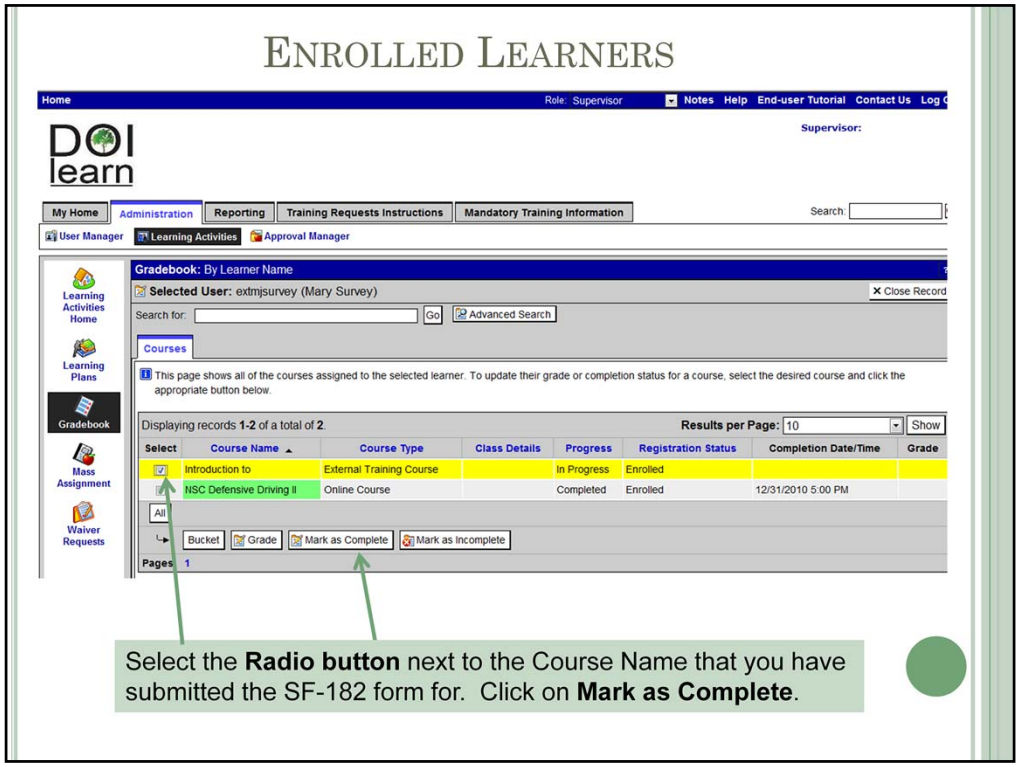
To manually mark your employee's training complete when they take mandatory training using an alternate method, or if they fill out an SF-182 for training taken outside of DOI LEARN, go to the **Administration** tab, and select **Learning activities**, then select **Gradebook.**

Note: In the left column, Waiver Requests is where you approve the employee's request to waive training if they submit one for any mandatory training.

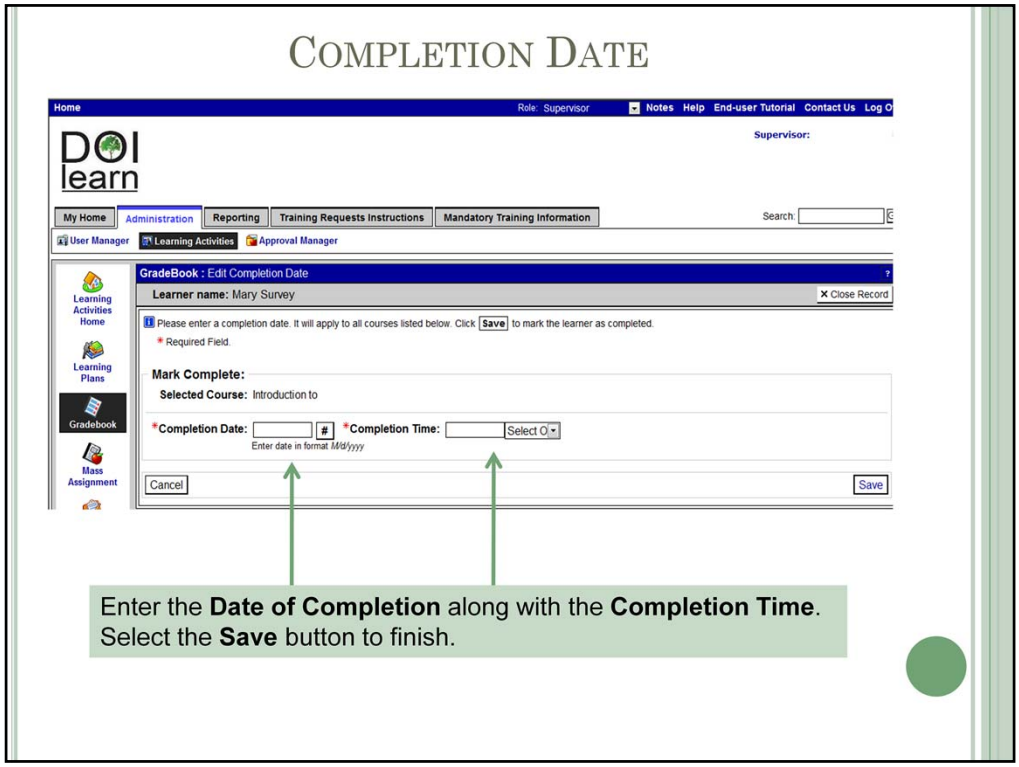
Note: The Mass Assignment link. This is where you can "assign" training to an employee but we recommend if it's for one employee at a time that you use the catalog and submit a request on your employee's behalf. If this Mass Assignment is used, there is a change you can manually assign the training to the wrong person and/or accidently click on the "Drop All" in the Edit Screen which is something you do NOT want to do.



Select the radio button next to the employee you would like to mark Complete in the grade book.
Select Edit and this will take you to the next page to select the course.



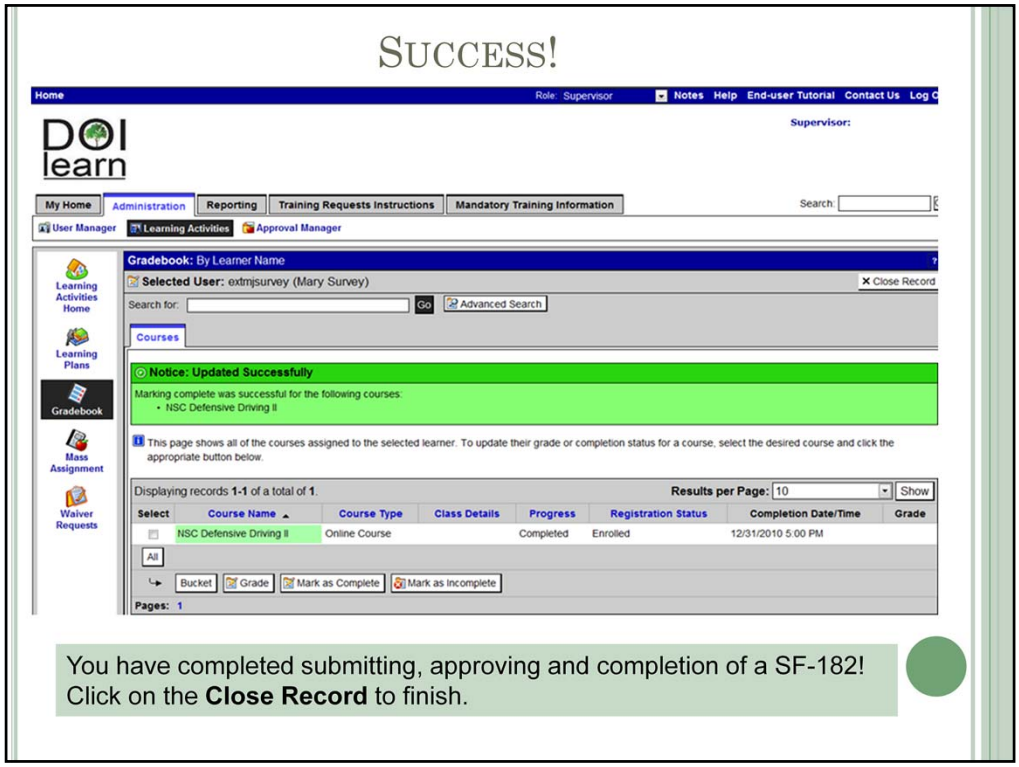
Once you have determined the course you have submitted the SF-182 form for select it and then select Mark as Complete.



After you select the employee and click on **Mark as Complete** this screen above will appear. You must enter in a completion date and time with AM or PM. After doing this you can click **save.** **Note:** The time does not matter for exactness.

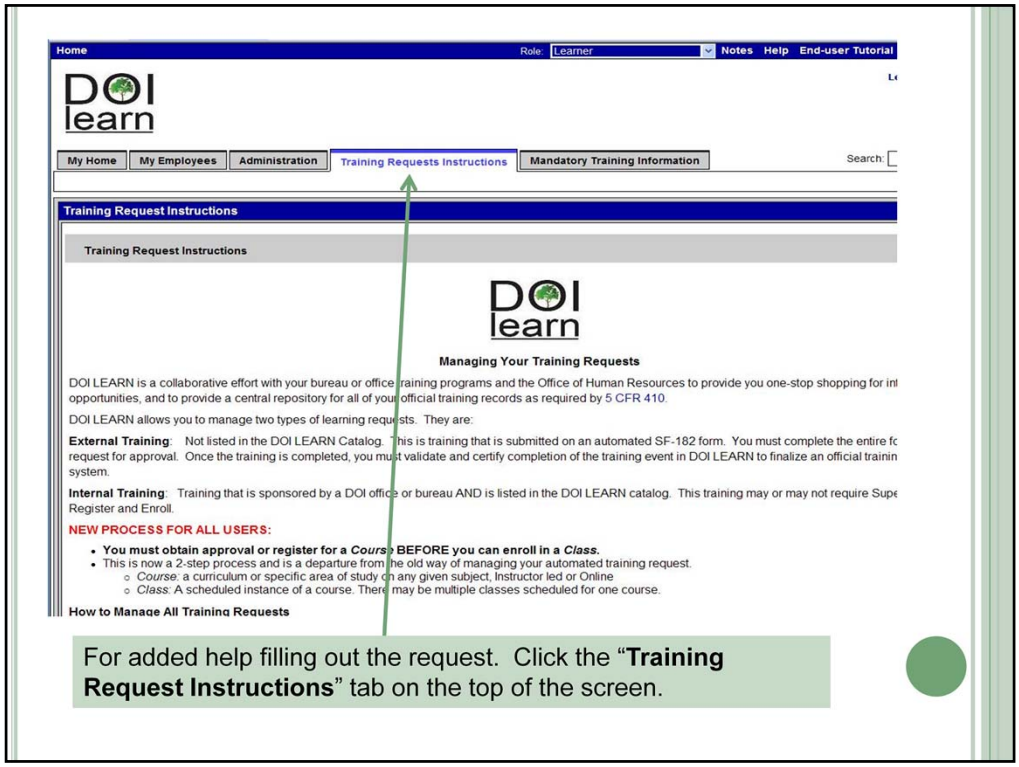
Note: there is no section for grade here, so when they are marked complete their transcript will just read complete, and no grade will be present.

Known bug: Do not click Grade on the previous screen because it wipes out the completion date. The vendor is working on this.



After you click **save,** this screen will appear. Make sure the bar is green and tells you the update was successful. If not, you must read the error message and repeat the steps.

Click **Close Record** when finished.



For added help filling out the request. Click the "Training Request Instructions" tab on the top of the screen.

Scroll down to find the OPM web site for definitions of the fields.

How to Manage All Training Requests

1. Always consult with your supervisor about your developmental goals and establish a plan for your development.
2. Make sure your profile is updated and review assigned supervisors and/or training approvers. Depending on your agency assigned training approvers may act on b of Supervisors.

External Training Requests - Submitting:

1. All External Training Requests require Approval.
2. Use the home page link entitled, Submit External Training Request Form. This provides you access to an automated SF-182.
3. Complete the entire form and submit for approval as per your office or bureau instruction.
4. If you would like, print the form for your records.
5. Follow payment procedures for the external vendor and your office.
6. You will get an e-mail that your training request has been approved. If it has not been approved, you must talk with your training approver.
7. Once the training is completed, you must enter DOI LEARN and certify completion. Use the home page link entitled, Validate & Certify My Training Completions.
8. **NOTE**: Unless you have authority from your bureau or office to submit a request on the behalf of others, do not submit a request on behalf of others.
9. Any questions about training policy should be directed to your human resources offices.

External Training Request - Cancelling:

1. You can only drop/cancel an external training request if it has not been approved.
2. Once an external request has been approved, you cannot cancel or edit this request in the system.

Tips for Success With External Training Requests:

1. Make sure you discuss with your supervisor the training event prior to submitting the request and follow-up after submission to ensure approval is obtained. It is your responsibility to communicate with your supervisor prior to completing an external training request.
2. Become familiar with the government-wide SF-182 form and gather all the information you need to complete the automated SF-182. The form and data elements a required by Office of Personnel Management. You can view a blank form at: http://www.opm.gov/forms/pdf_fill/SF182.pdf
3. Seek assistance from your bureau or office training lead.
4. Follow-up on training request.

GO TO: "Training Requests Instructions" tab and click on it.

Scroll down this screen. It talks about the External Requests process for added help. It also provides the OPM web site.

THANK YOU

- Thank you for taking the time to learn about the new DOI Learn system. If you have any more questions you can visit our website at:

http://www.usgs.gov/humancapital/ecd/doilearnhowto.html

  - There you will find, FAQ's, Several other power point slide shows for Help, Internet Settings and Java Version Configurations, Clarifications on roles and more.

http://www.usgs.gov/humancapital/ecd/doilearnhowto.html