

HOW TO LOG IN AND UPDATE YOUR PROFILE

DOI
Learn



U.S. Department of the Interior
Learning Portal

Slide#1: A How-To Tutorial explaining how to log in and update your profile in DOI LEARN.

DOI Learn



U.S. Department of the Interior
Learning Portal

Login

 For help: email: doilearn@sumtotalsystems.com. DOI EMPLOYEES: DO NOT USE "Request New Account" link below to obtain access. More Info at: <http://www.doi.gov/doilearn/>

Note: * Required Fields.

Login Form:

* Username:

* Password:

[Forgot your password?](#)
[Request a new account.](#)

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Slide#2: Go to DOI LEARN: <https://gm2.geolearning.com/geonext/doi/login.geo>

If you do not have an account, go to this link:

<https://www2.usgs.gov/humancapital/documents/DOILEARNAccounts.pdf> for information.

To login to DOI LEARN for newly created Federal accounts:

Username and Password will be sent to you automatically via email.

You will be prompted to change your password.

Please note password requirements: *12 Characters total, it must include: 1 Capital Letter, 1 Special Character, 1 Number, 1 lower case, and cannot be one of your past passwords.*

Important: New Federal employees must receive their first paycheck from FPPS before their account is auto created in DOI LEARN by FPPS. Data Stewards cannot create federal accounts manually.

Home Role: **Learner**

DOI Learn

My Home | My Employees | Administration | EEO & Diversity Courses | Supervisory Training

Security Questions | Settings and Preferences

My Home

Announcements

**Federal employees, spouses and dependents are now eligible for a 5% tuition reduction on programs and courses offered online at Penn State World Campus, the online campus of Penn State. For more information about online programs please visit the [Penn State World Campus website](#).

**Did you recently purchase a Windows 10 computer? We have Windows 10 courses to help! Enroll in this bundle of courses - if you don't want to take them all, you can simply drop the ones you don't need.

Wondering Where to Start?

- Search the Catalog
Register for a Course
- Update My Profile
Update My Timezone
- Update My Supervisor
- Update/Change My Password
- View My Transcript
- Access My Elective Training
- Access My Required Training
- Print Completion Certificates:
Required Training
- Print Completion Certificates:
Elective Training
- View My Training Requests

Slide#3: To create your security questions for password retrieval, click on **“Security Questions”**.

After your initial login, if you forget your password, click on “Forgot Your Password?” and you will be given a choice of using your security questions or to have a new one sent to the email you provided in the system.

You can also contact the DOI LEARN helpdesk at 1-866-466-1998 or email: doilearn@sumtotalsystems.com if your account is locked.

Home Role **Learner**

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[Security Questions](#) | [Settings and Preferences](#)

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Wondering Where to Start?

 Search the Catalog Register for a Course	 Update My Profile Update My Timezone	 Update My Supervisor	 Update/Change My Password	 View My Transcript
 Access My Elective Training	 Access My Required Training	 Print Completion Certificates: Required Training	 Print Completion Certificates: Elective Training	 View My Training Requests

Slide#4: Using your Learner Role (if you have more than one role), click on “**Update My Profile Update My Timezone**”

Supervisors Note: The “Supervisor” Role may be set as your default Role. Be sure to change to “Learner” Role before attempting to make any changes to your own profile.

My Profile: My Profile
 User Account: jbraden (John Doe) Close Record

My Profile | Login | My Supervisors | Roles and Permissions | Learning Transcript

Personal Information

First Name: John Initial: L
 Last Name: Doe
 *Email Address: noreply@sumtotalsystems.com
 *Notification Delivery: Immediate Daily
 *Address: 4600 Westown Pkwy
 Address 2:
 *City: West Des Moines
 *Country: United States
 *State/Province: Iowa
 *Postal Code Type: US ZIP Foreign Postal Code APO
 *Postal Code: 50003
 *Office Telephone: 515-555-1212 Ext. :
 *Time Zone: (UTC -06:00) America/Denver
 Admin Tab Access: Yes
 Approves Training: Yes
 Bureau: Geological Survey
 Contractor Name:

Back Update

Slide#5: Make sure all the information is correct. Update as many fields as you can (ie. address, phone, etc.).

Set your Time Zone - *Very Important* When you search the course catalog to register for a class, the timezone is important so you see the class sessions in your timezone.

For fields you are unable to update, contact your DOI LEARN Data Steward with corrections or Federal employees can wait for the FPPS update every two weeks, all others need to contact their Bureau Data Steward.

Supervisors/Alternate Approvers: Make sure the “Approves Training” field is set to Yes. Otherwise you will not see the “My Employees” tab. Be sure to notify your employees to select you in their profile as you cannot select them.

Once completed click **“Update.”**

Please keep your profile up-to-date and check it prior to requesting training.

Personal Information

First Name: John Initial: L

Last Name: Doe

*Email Address: noreply@sumtotalsystems.com

*Notification Delivery: Immediate Daily

*Address: 4600 Westown Pkwy

Address 2:

*City: West Des Moines

*Country: United States

*State/Province: Iowa

*Postal Code Type: US ZIP Foreign Postal Code APO

*Postal Code: 50003

*Office Telephone: 515-555-1212 Ext. :

*Time Zone: (UTC -06:00) America/Denver

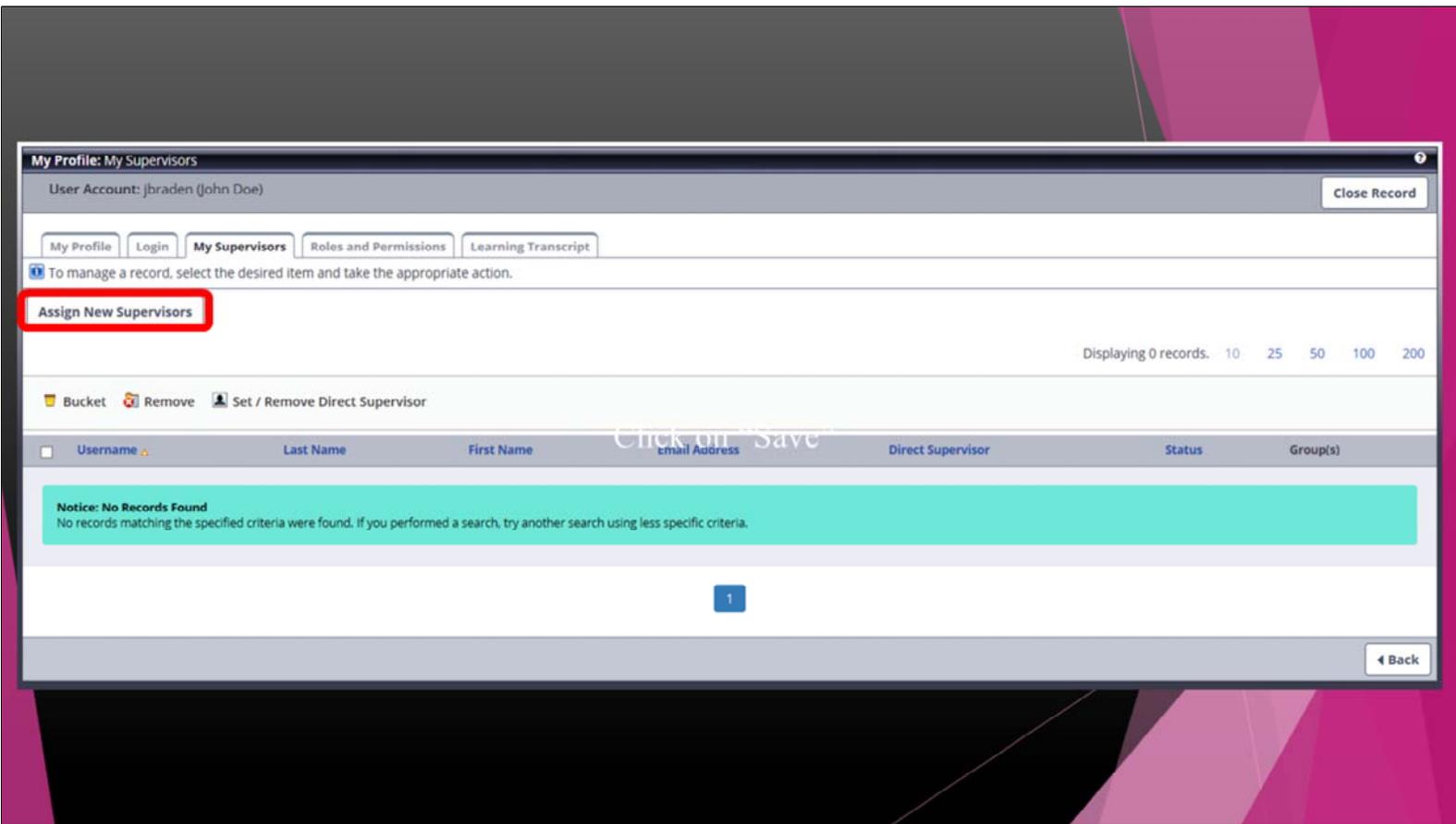
Admin Tab Access: Yes

Approves Training: Yes

Bureau: Geological Survey

Contractor Name:

Slide#6: Click on “My Supervisors” tab to add or change your Supervisor(s) and/or Training Approvers.



Slide#7: To add a name, click on **“Assign New Supervisors”** and search for the name to add.

Add New Supervisor

Add New Supervisor Wizard / Search for Users

1

To assign a new user to this role, select the appropriate list item(s). Click **Next** to continue

Advanced Search

Displaying 1-200 of 11267 records. 10 25 50 100 200

Bucket

<input type="checkbox"/>	Username	Last Name	First Name	Email Address	Status	Groups by Manual	Groups by Rule
<input type="checkbox"/>	12bbuce	Doe	John	noreply@sumtotalystems.com	Active		Geological Survey
<input type="checkbox"/>	13tomej@gmail.com	Doe	John	noreply@sumtotalystems.com	Active		Geological Survey, Volunteers
<input type="checkbox"/>	15527152@qq.com	Doe	John	noreply@sumtotalystems.com	Active		Geological Survey, Volunteers
<input type="checkbox"/>	1952rkotra	Doe	John	noreply@sumtotalystems.com	Active		FPPS Supervisors, Geological Survey
<input type="checkbox"/>	1cphillips	Doe	John	noreply@sumtotalystems.com	Active		FPPS Supervisors, Geological Survey, RBST, RBST 1 - Executives and Sr Mgmnt
<input checked="" type="checkbox"/>	1kschmidt	Doe	John	noreply@sumtotalystems.com	Active		FPPS Supervisors, Geological Survey
<input type="checkbox"/>	1mmmoore	Doe	John	noreply@sumtotalystems.com	Active		Geological Survey

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 > Next 20 Pages >

Cancel

Next ▶

Slide#8: Search and select the checkbox next to the name and click **“Next.”**

Add New Supervisor

Add New Supervisor Wizard / Search for Users

1

To assign a new user to this role, select the appropriate list item(s). Click **Next** to continue



Advanced Search

Displaying 1-200 of 11267 records. 10 25 50 100 200

Bucket

<input type="checkbox"/>	Username	Last Name	First Name	Email Address	Status	Groups by Manual	Groups by Rule
<input type="checkbox"/>	12bbruce	Doe	John	noreply@sumtotalsystems.com	Active		Geological Survey
<input type="checkbox"/>	13tomej@gmail.com	Doe	John	noreply@sumtotalsystems.com	Active		Geological Survey, Volunteers
<input type="checkbox"/>	15527152@qq.com	Doe	John	noreply@sumtotalsystems.com	Active		Geological Survey, Volunteers
<input type="checkbox"/>	1952rkotra	Doe	John	noreply@sumtotalsystems.com	Active		FPPS Supervisors, Geological Survey
<input type="checkbox"/>	1cphillips	Doe	John	noreply@sumtotalsystems.com	Active		FPPS Supervisors, Geological Survey, RBST, RBST 1 - Executives and Sr Mgmt
<input checked="" type="checkbox"/>	1kschmidt	Doe	John	noreply@sumtotalsystems.com	Active		FPPS Supervisors, Geological Survey
<input type="checkbox"/>	1mmmoore	Doe	John	noreply@sumtotalsystems.com	Active		Geological Survey

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 > Next 20 Pages >

Cancel

Next >

Slide#9: To add multiple names of approvers, select the name and click on **“Bucket”** then search for the next name and continue the process. Click **“Next”** when finished.

Add New Supervisor

Add New Supervisor Wizard / Confirm Your Decisions

Review your choices. If any corrections are needed, click [Previous](#) . To assign the selected users, click [Save](#) .

Selected Users

Username	Last Name	First Name	Email Address	Status	Groups
1kschmidt	Doe	John	noreply@sumtotalystems.com	Active	FPPS Supervisors, Geological Survey

User is Their Own Supervisor:

Cancel Previous **Save**

Slide#10: Click on **“Save.”**

Note: Disregard the “User is Their Own Supervisor:” box Please. Do not click the box. The vendor is working on this bug.

My Profile: My Supervisors

User Account: jbraden (John Doe) Close Record

[My Profile](#) [Login](#) **[My Supervisors](#)** [Roles and Permissions](#) [Learning Transcript](#)

To manage a record, select the desired item and take the appropriate action.

[Assign New Supervisors](#)

Displaying 1-1 of 1 records. [10](#) [25](#) [50](#) [100](#) [200](#)

[Bucket](#) [Remove](#) **[Set / Remove Direct Supervisor](#)**

<input type="checkbox"/>	Username	Last Name	First Name	Email Address	Direct Supervisor	Status	Group(s)
<input checked="" type="checkbox"/>	1kschmidt	Doe	John	noreply@sumtotalsystems.com	No	Active	Geological Survey,FPPS Supervisors

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Slide#11: Select the current Supervisor and click **“Set/Remove Direct Supervisor”** as this helps identify the Direct Supervisor vs. Alternate Approvers who can also approve your training.

My Profile: My Supervisors

User Account: jbraden (John Doe) Close Record

[My Profile](#) [Login](#) **[My Supervisors](#)** [Roles and Permissions](#) [Learning Transcript](#)

To manage a record, select the desired item and take the appropriate action.

[Assign New Supervisors](#)

Warning: The following users cannot be added as a Supervisor because that would cause a circular reference.
• John I. Doe

Displaying 0 records. 10 25 50 100 200

[Bucket](#) [Remove](#) [Set / Remove Direct Supervisor](#)

<input type="checkbox"/>	Username	Last Name	First Name	Email Address	Direct Supervisor	Status	Group(s)
Notice: No Records Found No records matching the specified criteria were found. If you performed a search, try another search using less specific criteria.							

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Slide#12: If the above Yellow banner Error is received, the Supervisor chosen either has you selected as an Alternate Approver or is Supervised by another that has selected you as an Alternate Approver. This is a Circular Reference.

Note: The Supervisor may be able to remove you as an Alternate Approver in order to select them as a Supervisor. If not, Please contact your Bureau Data Steward to resolve.

My Profile: My Supervisors

User Account: jbraden (John Doe) Close Record

[My Profile](#) [Login](#) **[My Supervisors](#)** [Roles and Permissions](#) [Learning Transcript](#)

To manage a record, select the desired item and take the appropriate action.

[Assign New Supervisors](#)

Displaying 1-1 of 1 records. [10](#) [25](#) [50](#) [100](#) [200](#)

[Bucket](#) [Remove](#) [Set / Remove Direct Supervisor](#)

<input type="checkbox"/>	Username	Last Name	First Name	Email Address	Direct Supervisor	Status	Group(s)
<input checked="" type="checkbox"/>	1kschmidt	Doe	John	noreply@sumtotalsystems.com	No	Active	Geological Survey, FPPS Supervisors

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Updated 11/4/2016

Slide#13: To remove a Supervisor/Approver's name, select the radio button next to the name and click "Remove."

If you need further assistance, contact the DOI LEARN helpdesk at 1-866-466-1998 or doilearn@sumtotalsystems.com