



Log into DOI LEARN at: <https://doilearn.doi.gov>

DOI LEARN

How contractors, volunteers, partners, Non-DOI ect. request an account.

# REQUEST A NEW ACCOUNT



Log On

**Welcome to DOI LEARN.** You must have a user name and password to enter. On 5/6/2010, all passwords were changed for your security. Please follow instructions on the DOI LEARN portal page at: <http://www.doi.gov/doilearn/index.cfm>

Note: \*Required Fields.

**Sign-In Form:**

\*Username:

\*Password:

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

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If you are not paid by FPPS and you have never had a DOI LEARN account, you need to request one. To request an account you need to:

- Click on the **Request a new account** link by going to: <http://www.doi.gov/doilearn> and clicking on “Non Employee Login” under the DOI LEARN logo.
- Note:** only use the **Request a new account** if you are **not** paid by FPPS. If you are paid by FPPS you must wait for your account to be created which should be after you receive your first paycheck.

## REQUIRED FIELDS

Note: \* Required Fields.

**Required** →

\* Add Reason:  ← **Account Reason**

\* Username:   
In the Username alphanumeric characters including dot, hyphen, underscore and @ can be used (no spaces).

\* First Name:  Initial:

\* Last Name:

\* Email Address:

\* Confirm Email Address:

\* Address:

\* City:

\* State/Province:

\* Postal Code Type:  US ZIP  Foreign Postal Code  APO

\* Postal Code:

\* Country:

\* Office Telephone:   
 Ext:

\* Time Zone:

Bureau:

Contractor Name:

Department:

\* Employee Type:

Job Title:

Org Code:

Org Name:

Region:

When you click on request a new account you will have to fill out all of the required fields.

-For **reason** put your Bureau, Supervisor (or Federal contact you know), Course you want to take or must take, and Org Code if you know it.

-For username please put the bureau you will be working for or affiliated with, followed by your desired username (Ex. usgsmalcsak) **Note:** this username will be changed by the bureau but will help in getting your account created sooner. The changed username will be in an email sent to you when your account is created.

## VERIFY AND SUBMIT

\*City:   
 \*State/Province:   
 \*Postal Code Type:  US ZIP  Foreign Postal Code  APO  
 \*Postal Code:   
 \*Country:   
 \*Office Telephone:   
 Ext:   
 \*Time Zone:   
 Bureau:   
 Contractor Name:   
 Department:   
 \*Employee Type:   
 Job Title:   
 Org Code:   
 Name:   
 Region:   
 Special Needs:   
 Training Admin Role:   
 \*Word Verification:  Type the characters you see in the picture below.  **CAPTCHA**  


Reload or play Create an account

When you scroll to the bottom you will notice a CAPTCHA (is a type of challenge-response test used in computing to ensure that the response is not generated by a computer).

-If you are finding a CAPTCHA difficult to read you can either click the speaker button to have your computer play the words, or you can click reload

-After you have entered all of the information and verified that it is all correct. You click **Create Account**. Access should be sent to your email you provided within 3 business days.

**-Note:** If you have failed to fill out the correct information including the Account Reason (as requested in the previous slide) your request will be delayed as much as 2 weeks or even denied.

## 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://training.usgs.gov/DOILearn/Index.html>

- There you will find: FAQ's, Notes/Tips
- Several other power point slide shows to Help
- Clarifications on roles and much more.

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