

HOW PARTNERS, CONTRACTORS AND VOLUNTEERS REQUEST AN ACCOUNT

DOI
Learn



U.S. Department of the Interior
Learning Portal

Slide#1: A How-To Tutorial for contractors, volunteers, cooperators, partners, etc. to request an account in DOI LEARN.



U.S. Department of the Interior



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[LOGIN TO DOI LEARN](#)

HELP DESK NUMBER: 866-466-1998

EMAIL: doilearn@sumtotalsystems.com

Visit the [What's New at DOI Learn blog](#) for the latest DOI Learn updates.

Slide#2: If you are not paid by the Federal Personnel and Payroll System (FPPS), you may not have a DOI LEARN account automatically created for you.

To get an account, as a non-Federal employee, go to the DOI LEARN portal:

<http://www.doi.gov/doilearn/index.cfm>.

Or If the DOI LEARN web portal is down, you can go directly the to DOI LEARN Log-in Page:

<https://gm2.geolearning.com/geonext/doi/login.geo>

External, Non-DOI Learners

External Learners are one of the following:

- Contractors
- Students
- Volunteers
- Partners
- State and Local Employees
- Federal employees from agencies outside DOI

We offer many training opportunities to private, state, not-for-profit and other federal government agencies. [Search our Public Catalog](#) to view these opportunities. For information about obtaining a user account or other questions, visit the [External Learners page](#).

[Download the workstation requirements guide for using DOI Learn.](#)

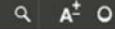
Slide#3: Scroll down the page and click on “**External Learners**”

(or from the DOI LEARN login screen, click on “Request a new account”)

Note: Only use the *Request a new account* if you are **NOT** paid by FPPS. If you are a new employee and paid by FPPS, you must wait for your account to be created automatically by the system which is typically AFTER you receive your first paycheck through FPPS. Data Stewards cannot create the account in advance for Federal employees. **System updates occur every other week so new accounts are usually created within 2 weeks of your start-work date.**



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External Learners

Not a DOI Employee? We offer many training opportunities to private, state, not-for-profit and other federal government agencies. [Search our Public Catalog](#) to view these opportunities.

NOTE: DOI Employees should NOT "request a new account" New Federal employee accounts are created on a biweekly basis via upload from the Federal Personnel and Payroll System (FPPS)

Slide#4: Click on **"Search our Public Catalog"** in the first paragraph.

Public Catalog

Public Catalog Information

DOI LEARN is the learning portal for U.S. Department of the Interior (DOI). Use this public catalog to view the Department of the Interior training opportunities. To search and view courses, click the **"Public Catalog"** tab above.

DOI Employees should NOT request a new account using the links to the right, your account will be created by weekly upload from our payroll system.

- You must first have an account in our system to register for training.
- If, after viewing the Public Catalog, you are interested in a course, click the "Request a New Account" link to the right.
- The *"Reason For Your Request"* MUST include the COURSE NAME and the BUREAU that is sponsoring the course you wish to attend.
- *Contractors and volunteers* who work for DOI, should use this process to request an account to take required training. We will review your information to be sure a previous account does not exist in our system. Be sure to indicate if you have ever been affiliated with any bureau or office in DOI. It's important to tell us if you ever have been a contractor, volunteer or an employee of DOI.

This is an official U.S. Government System for authorized use only. To protect this system from unauthorized use, activities on this system are monitored and recorded and subject to audit. By using this system, the user expressly consents to such monitoring and recording. Any unauthorized access or use of this system is prohibited and could subject the user to criminal and civil penalties and/or administrative action.

[Privacy Act](#)
[Accessibility](#)

Public Catalog

For help: email: doilearn@sumtotalystems.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:

[Forget your password?](#)

[Request a new account](#)

Enter

Slide#5: Click on **"Request a new account"** (on the right side of the screen).

Request Account

Please enter the following information to create an account.

Note: Required Fields

* **Add Reason:** [Text Field]

* **Username:** [Text Field]
For the Username field, alphanumeric characters including dot, hyphen, plus sign, underscore and @ can be used. Spaces are not allowed.

* **First Name:** [Text Field] **Initial:** [Text Field]

* **Last Name:** [Text Field]

* **Email Address:** [Text Field]

* **Confirm Email Address:** [Text Field]

* **Address:** [Text Field]

* **City:** [Text Field]

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

* **Postal Code:** [Text Field]

* **Country:** [Select One: ...]

* **State/Province:** [Select One: N/A]

* **Office Telephone:** [Text Field]

Ext: [Text Field]

* **Time Zone:** [Select One: UTC -11:00 Pacific/Alpa]

Bureau: [Select One: (None)]

Contractor Name: [Text Field]

Department: [Select One: (Name)]

* **Employee Type:** [Select One: ...]

Job Title: [Text Field]

Org Code: [Text Field]

Org Name: [Text Field]

Region: [Select One: (None)]

Reportable: [Select One: (Name)]

Special Needs: [Text Field]

* **Word Verification:** Type the characters you see in the picture below.
 [Image: 5213] [Image: CAPTCHA]

[Cancel] [Create Account]

Slide#6: Fill out all of the required fields with a red asterisk AND we ask you to fill out ALL the fields.

For **Add Reason** put your **DOI Bureau** (the Bureau you will be working with or affiliated with), **Bureau Supervisor** (federal contact name you will be working with or for) and/or the **Liaison Name** who told you to request an account, as well as the **Course Name** you want to take.

If you are looking to apply for general training opportunities but not affiliated with a specific DOI Bureau, the “Reason for an Account” should identify the name of the course and the Bureau sponsoring the class your wish to attend.

For **Username**, suggested to enter your bureau followed by your email address (i.e. USGS-johndoe@gmail.com)

NOTE: This will be changed when you actually receive an account. The bureau helps us identify which bureau you are affiliated with. The updated Username will be sent in an email to you if your account is approved and created, along with a temporary password. Please note the temporary password expires 7 days after issued so prompt login is recommended.

Contractor Name:

Department: (None)

*Employee Type: Select One:

Job Title:

Org Code:

Org Name:

Region: (None)

Reportable: (None)

Special Needs:

*Word Verification: Type the characters you see in the picture below.



[Privacy & Terms](#)

Updated 11/4/2016

Slide#7: After you have entered all of the information and verified that it is all correct. Click “**Create Account.**”

Within 3 business days, a confirmation email will be sent with the account approval or denial.

Note: If you did not provide the correct information or enough information, including the **Account Reason** (as requested in the previous slides), your request will be denied and you’ll have to resubmit a new request which will delay the process. You will also have to provide a different username too.

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