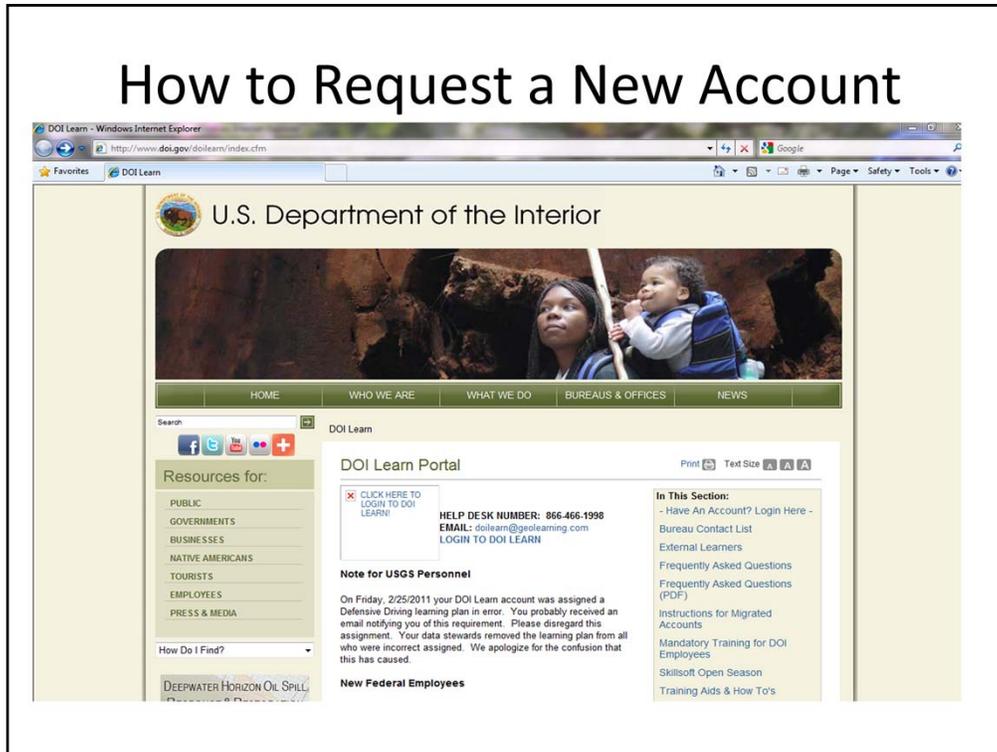


How Partners, Contractors and Volunteers Request an Account



How Partners, Contractors and Volunteers Request an Account

How to Request a New Account



If you are not paid by FPPS you may not have a DOI LEARN account automatically created for you. To create an account, if you do not have one from requesting it before, you need to:

- Go to the DOI Learn portal: <http://www.doi.gov/doilearn/index.cfm>
- Click on External Learners on the right side of the screen

Note: only use the **Request a new account** if you are not paid by FPPS, If you are a new employee and are paid by FPPS you must wait for your account to be created which is typically AFTER you receive your first paycheck through FPPS. FPPS creates your account.

How to Request a New Account

External Learners - Windows Internet Explorer
http://www.doi.gov/dolearn/nondoilearners.cfm

U.S. Department of the Interior

HOME WHO WE ARE WHAT WE DO BUREAUS & OFFICES NEWS

Search

Resources for:

- PUBLIC
- GOVERNMENTS
- BUSINESSES
- NATIVE AMERICANS
- TOURISTS
- EMPLOYEES
- PRESS & MEDIA

How Do I Find?

DEEPWATER HORIZON OIL SPILL RESPONSE & RESTORATION

DOI Learn

External Learners

Print Text Size

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." Your account will be created by weekly upload from our payroll system.

External, Non-DOI Customers

- 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

In This Section:

- Have An Account? Login Here
- Bureau Contact List
- Frequently Asked Questions
- Frequently Asked Questions (PDF)
- Instructions for Migrated Accounts
- Mandatory Training for DOI Employees
- Skillssoft Open Season
- Training Aids & How To's
- Workstation Requirements

Click on **Search our Public Catalog** (in the 1st paragraph)

How to Request a New Account

The screenshot shows a web browser window displaying the DOI LEARN website. The browser's address bar shows the URL: <https://gm2.geolearning.com/geonet/doi/dynamicpenite.geo?id=e0%2FNg2UOZQv1HyTgBJGaxCp9OKsh%2b0LMDm6uy2CM%3d>. The website has a blue header with the "DOI learn" logo. Below the header, there are two tabs: "Public Catalog" (selected) and "Public Catalog Information". The main content area is divided into two columns. The left column is titled "Public Catalog Information" and contains the following text:

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.

At the bottom of this section are links for "Privacy Act" and "Accessibility".

The right column is titled "Login" and contains the following text:

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.

Login Form:

*Username:

*Password:

Forgot your password?
Request a new account.

At the bottom of the login form is an "Enter" button.

Click on **Request a new account** (on the right side of the screen)

Complete Required Fields



Request Account

Please enter the following information to create an account.
Note: * Required Fields.

* Add 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:

* Postal Code Type: US ZIP Foreign Postal Code APO

* Postal Code:

* Country:

State/Province:

* Office Telephone:

Ext:

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

- For **Add Reason** put your Bureau (bureau you will be working with or affiliated with, Supervisor (if you have a federal contact name, and Course you need to take. If you know the Org Code, please add it under Add Reason also.
- For username please put your bureau followed by your desired username (i.e usgsmalcsak)

Note: this will probably be changed when you actually receive an account. The bureau helps us identify which bureau you are with. The changed name will be in an email sent to you when your account is created, along with a password.

Verify and Submit

* Time Zone:

Bureau:

Contractor Name:

Department:

* Employee Type:

Job Title:

Org Code:

Org Name:

Region:

Special_Needs:

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



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bulb: 5.201102-00224

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

- If you are finding **edCST for** 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** and will get your account information within 3 business days if the form was all filled out.
- A confirmation email will be sent to you with your account approval or denial

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 of even denied.