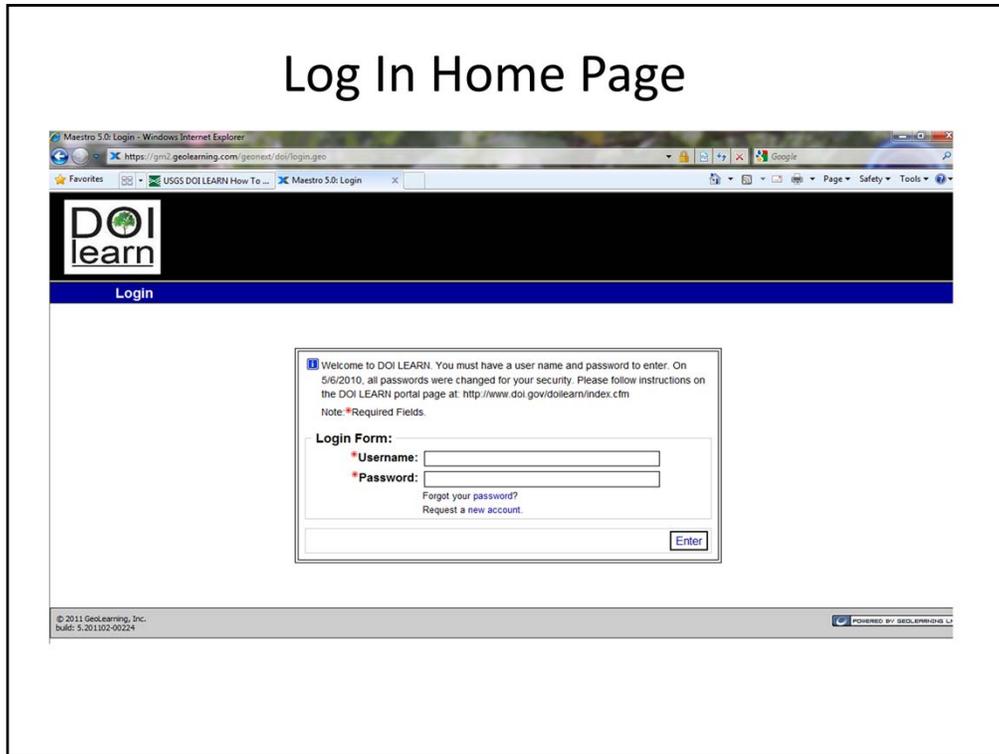


How To Submit a Course on Behalf of an Employee



For Supervisors: How to Submit a Course on Behalf of your Employee

Log In Home Page



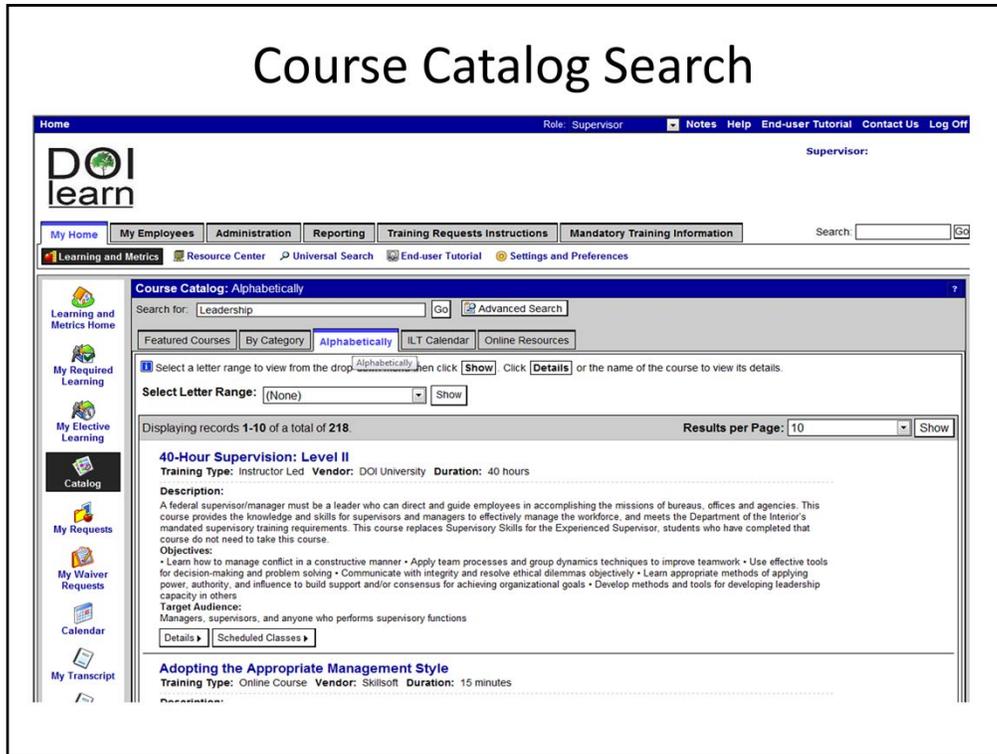
DOI LEARN Login: <https://gm2.geolearning.com/geonext/doi/login.geo>

Home Page

The screenshot shows the DOI Learn Home Page for a user with the role of Supervisor. The browser is Internet Explorer, and the URL is https://gm2.geolearning.com/geonext/doi/displaywidgetpage.geo?id=XMip%24Inf%2bIqRlMt38VDojZu%22hhvOjeEo7maZp%2b4%3d8m. The page features a navigation menu with options like My Home, My Employees, Administration, Reporting, Training Requests Instructions, and Mandatory Training Information. A search bar is present. The main content area is titled 'Welcome to the U.S. Department of the Interior Learning Center' and includes sections for Announcements, Special Notices, Skillssoft Announcements, Wondering Where to Start?, and My Learning. The Special Notices section contains information about FISSA training, No Fear training, and a webinar. The Skillssoft Announcements section notes that the widget is viewable only by those with a Skillssoft license and that incomplete courses might disappear.

NOTE: Supervisors can only request courses for Instructor Led Training (ILT), not online courses. Employees must register themselves for online courses including online skillsoft courses. A skillsoft license must have been purchased through DOIUniversity before courses can be found and taken.

WARNING **Once this course is added to the learners profile it **cannot** be dropped since it is being 'assigned.'******



Click on the **Course Catalog**

Type in the name of the Course you are looking for

Click **Go**

Find the course you are looking for

Click **Scheduled Classes** to see if there are any coming up

WARNING **Once this course is added to the learners profile it **cannot** be dropped since it is being 'assigned.'**

Course Details



Logged in as: John Doe

My Home My Employees Administration Reporting Training Request Instructions/How To's Mandatory Training Info Search

Learning and Metrics Resource Center Universal Search End-user Tutorial Settings and Preferences

Course Catalog: Details Course: 40-Hour Supervision: Level II X Close Record

Details Scheduled Classes

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Course Name: 40-Hour Supervision: Level II

Status: Active

Description: A federal supervisor/manager must be a leader who can direct and guide employees in accomplishing the missions of bureaus, offices and agencies. This course provides the knowledge and skills for supervisors and managers to effectively manage the workforce, and meets the Department of the Interior's mandated supervisory training requirements. This course replaces Supervisory Skills for the Experienced Supervisor, students who have completed that course do not need to take this course.

Objectives:

- Learn how to manage conflict in a constructive manner
- Apply team processes and group dynamics techniques to improve teamwork
- Use effective tools for decision-making and problem solving
- Communicate with integrity and resolve ethical dilemmas objectively
- Learn appropriate methods of applying power, authority, and influence to build support and/or consensus for achieving organizational goals
- Develop methods and tools for developing leadership capacity in others

Target Audience:
Managers, supervisors, and anyone who performs supervisory functions

Prerequisite Courses: None

Delivery Type: Instructor Led

Course Code: NBC/DOIU-MSD-7030

Vendor: DOI University

CEU: 0

Duration: 40 hours

Cost to Learner: \$0.00

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Verify this is the course you would like to assign
Click on Scheduled Classes tab

Scheduled Classes

Course Catalog: Scheduled Classes

Course: 40-Hour Supervision: Level II

To view class details, enroll, or put yourself on a waitlist, select the class below and click [View Details](#). To see how a class below fits into your schedule, select the class below and click [View My Class Schedule](#).

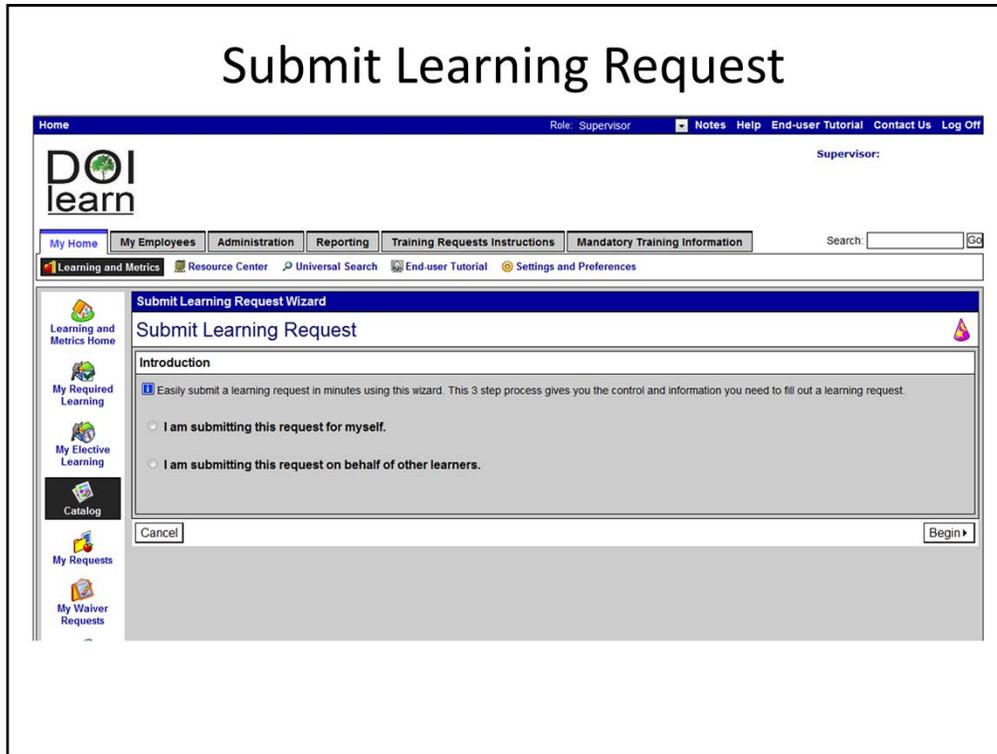
Displaying records 1-4 of a total of 4. Results per Page: 10 Show

Select	Class Name	Class Schedule	Location(s)	Instructor(s)	Number of Open Seats	Request Required
<input checked="" type="checkbox"/>	DOIU-2011-0808-12-DLC	8/8/2011 - 8/12/2011, 8:00 AM - 4:00 PM *	Denver Leadership and Performance Center	John Doe	0	Yes
<input type="checkbox"/>	DOIU-2011-0613-17-ALPC	6/13/2011 - 6/17/2011, 8:30 AM - 4:30 PM *	Albuquerque Leadership and Performance Center	John Doe	0	Yes
<input type="checkbox"/>	DOIU-2011-0620-24-AK LPC	6/20/2011 - 6/24/2011, 10:00 AM - 6:00 PM *	Anchorage Leadership and Performance Center	John Doe	14	Yes
<input type="checkbox"/>	DOIU-2011-0919-23-DLC	9/19/2011 - 9/23/2011, 8:00 AM - 4:30 PM *	Denver Leadership and Performance Center	John Doe	18	Yes

Buttons: [Bucket](#) [View Details](#) [View My Class Schedule](#) [Submit Request](#) [Enroll in this Class](#)

Pages: 1

Once you see there is a class available,
Highlight the class you would like to Submit a Request for.
Click on **Submit Request**



Click **I am submitting this request on behalf of other learners** radio button
Click **Begin** to get the Wizard started

Selecting Learner

The screenshot shows the 'Submit Learning Request Wizard' in the 'Assign User' step. The interface includes a navigation menu on the left with options like 'Learning and Metrics Home', 'My Required Learning', 'My Elective Learning', 'Catalog', 'My Requests', 'My Waiver Requests', and 'Calendar'. The main content area has a search bar and a table of users. The table has columns for 'Select', 'Username', 'Last Name', 'First Name', 'Email Address', 'Status', 'Groups by Manual', and 'Groups by Rule'. One user is listed: 'extmjsurvey', 'Doe', 'John', 'oeddolearn@usgs.gov', 'Active', 'DOI Employees'. The 'Results per Page' is set to 10. The 'Next' button is visible at the bottom right.

Select the learners name you would like to submit the request for. If you do not see the learners name on the first page you can change your Results per Page to show more of your employees. If you still don't see the name, it is because they either don't have a DOI LEARN account or they did not Select you as their Supervisor in their profile. This must be done before you can assign a class to them.

Click **Next**

Request Forms

Submit Learning Request Wizard

Submit Learning Request

Step 2 of 4 ■■■□

Select a request form

Select a form from the table below.

Select	Name	Description
<input checked="" type="radio"/>	NEW DOI Employee Training Request 5-15-11	For use by DOI Fed and Interns. This course requires a single level of approval. This form submits this request to anyone listed in your profile My Supervisors tab. Print this form upon submission for additional guidance regarding tuition payment process.

Cancel Previous Next

Click the **radio button** next to DOI Employee Training Request Form

Click **Next**

Completing Form

Submit Learning Request Wizard
Submit Learning Request

Step 3 of 4

Please confirm the field information below. Select **Next** to continue.
If there is no information to confirm, click **Next**.

Applicant's Name: John J Doe Details

Request Fields:

- Course Title:** 40-Hour Supervision: Level II
- Course Code:** NBC/DOIU-MSD-7030
- Responsible Bureau:** Office of the Secretary
- Class Name:** DOIU-2011-0808-12-DLC
- Class Start Date:** 8/8/2011 8:00:00 AM
- Class End Date:** 8/12/2011 4:00:00 PM
- Approximate Duration:** 40
- Class Cost to Learner:** 0.00
- Additional Class Tuition Information**
- Class Description**
- Special Class Information 1:** This class is FREE to DOI Employees
- Special Class Information 2:**
- Special Class Information 3:**
- Method of Payment:** (None)
- *Is this course on your IDP?:** (None)

Cancel ◀ Previous Next ▶

Fill in the required fields that are marked with a red asterisk

Fill in the **Method of Payment**

Fill in the **Special Billing Notes**, if there are not any type in "NONE"

Click **Next**

Saving Form

The screenshot shows a web-based form titled "Submit Learning Request Wizard" at "Step 4 of 4". The form is for confirming information entered for a learning request. The main content area is titled "Field Information" and contains the following details:

- Applicant's Name:** John J Doe
- Course Title:** 40-Hour Supervision: Level II
- Course Code:** NBC/DOIU-MSD-7030
- Responsible Bureau:** Office of the Secretary
- Class Name:** DOIU-2011-0808-12-DLC
- Class Start Date:** 8/8/2011 8:00:00 AM
- Class End Date:** 8/12/2011 4:00:00 PM
- Approximate Duration:** 40
- Class Cost to Learner:** 0.00
- Additional Class Tuition Information:**
- Class Description:**
- Special Class Information 1:** This class is FREE to DOI Employees
- Special Class Information 2:**
- Special Class Information 3:**
- Method of Payment:**
- Is this course on your IDP?:** No

Navigation buttons at the bottom include "Cancel", "Previous", and "Save". A "Details" link is also present next to the Applicant's Name.

Verify your information, you cannot change it once saved.

If you need to change information click on the **Previous** button

If no changes need to be made click on **Save**

Reminder: You need to approve this request in the Approval Manager as the Supervisor even though you just submitted on behalf of your employee(s).