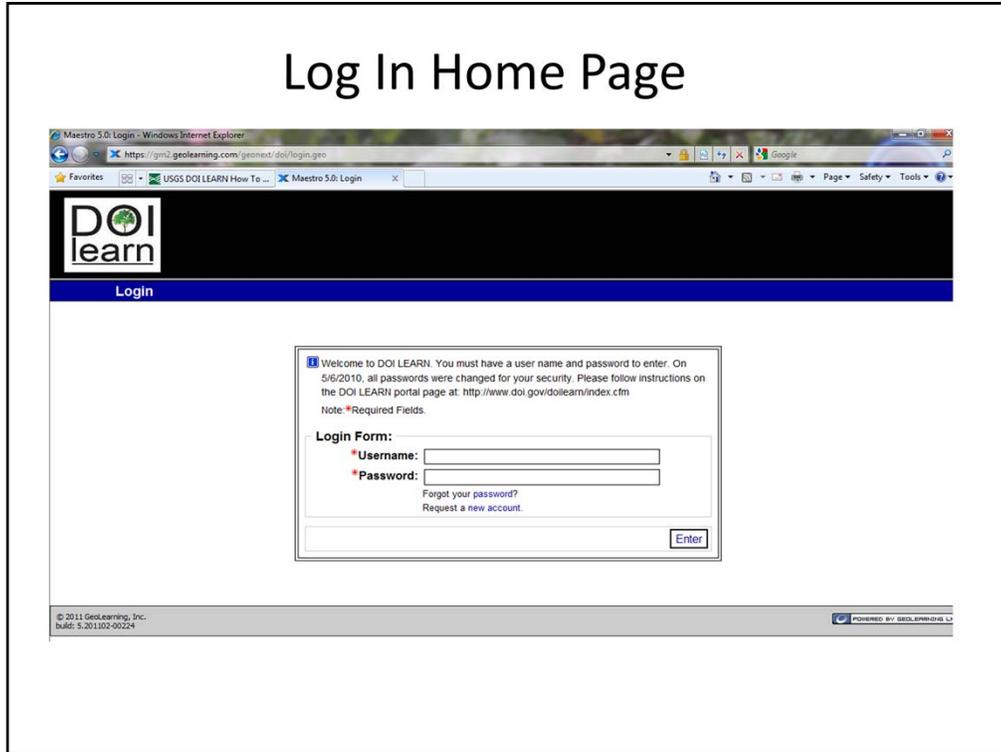


How To Submit a Course on Behalf of an Employee



How to Submit a Course on Behalf of an Employee

Log In Home Page



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

Home Page

The Discrimination and Whistleblowing in the Workplace (No Fear) is now available. The deadline for all DOI to complete the No FEAR course is Decen
DOI Learn is in the midst of a face-lift! We have heard your comments about difficulty with finding things and are working to correct this. The left na
gone. It was replaced with easy to see (and understand) icons. It's a work in progress...stay tuned!
Federal Information Systems Security Awareness (FISSA) training - The course is required to be taken annually. You can find it in the Course Catalog, c
to activities and launch the course.

Wondering Where to Start?



- Click on **Search the Catalog Register for a Course**

NOTE: Supervisors can only request courses for Instructor Led Training (ILT) for their employees, not online courses. Employees must register themselves for online courses including online skillsoft courses.

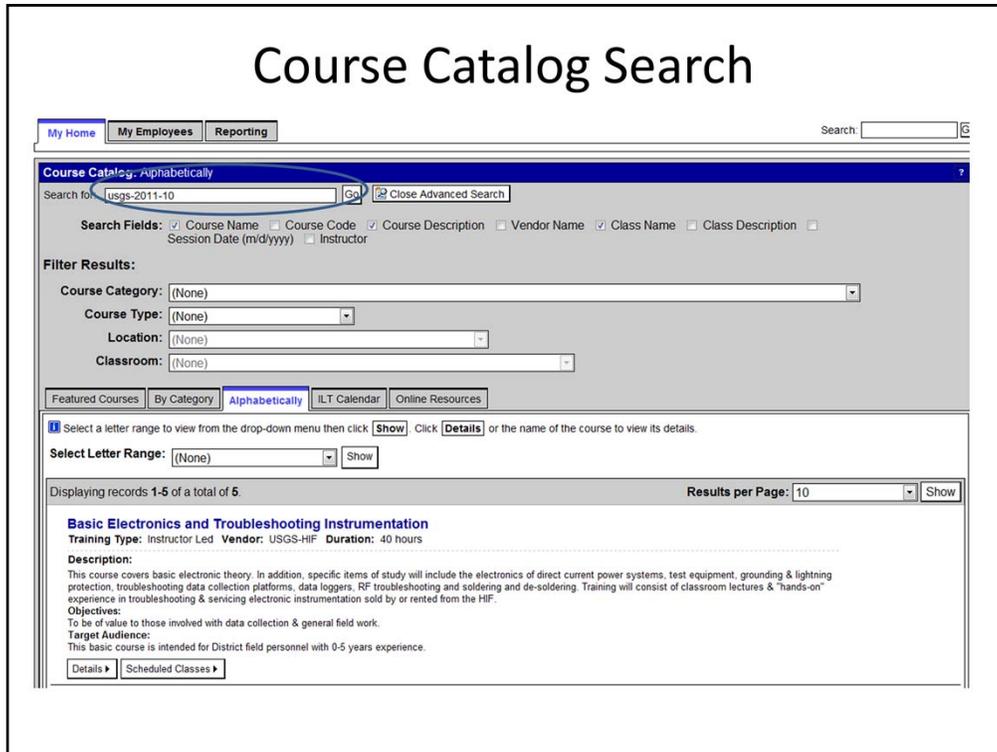
WARNING **Once this course is added to the learners profile it cannot be dropped.**

Searching the Catalog

The screenshot shows the DOI Learn website interface. At the top, there is a navigation bar with links for Home, Role: Learner, Notes, Help, End-user Tutorial, Contact Us, and Log Off. The user is logged in as Mary Surver. Below the navigation bar is the DOI Learn logo and a search bar. The main content area is titled "New Catalog Page" and contains two columns of information. The left column has a heading "CLASS LEVEL REGISTRATION IS HERE!" and a sub-heading "The training request process has changed. (It's about time!)". It includes a paragraph explaining the changes and a link "Click here to continue to the Catalog" which is circled in blue. The right column is titled "Internal Training Request Instructions" and contains detailed instructions for internal training, including sections for "Instructor-Led courses", "Online courses", and "Internal Training - Approval Required" with a numbered list of steps.

Click on **Click here to continue to the catalog**

Note: Read any helpful information here on the right.



Type in the name of the Course you are looking for
Click **Go**

You can use the Advanced Search to help find what you want too.

When you find the course you are looking for, Click on Scheduled Classes to see if one is available.

Scheduled Classes

Home Role: Supervisor Notes Help End-user Tutorial Contact Us Log Out

DOI learn

My Home My Employees Reporting Search: []

Course Catalog: Scheduled Classes

Course: Basic Electronics and Troubleshooting Instrumentation Close Record

Details Scheduled Classes

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

Select	Class Name	Class Schedule	Location(s)	Instructor(s)	Number of Open Seats	Request Required
<input checked="" type="radio"/>	USGS-2011-1017- Stennis Space Center, MS	10/17/2011 - 10/20/2011, 8:00 AM - 4:00 PM (America/Chicago)	N/A	BARBARA WHEAT,KEITH DARDAR- INSTRUCTOR,ROBERT BRYARS-INSTRUCTOR,ROY JOHNSON,SCOTT KIMBALL-INSTRUCTOR	12	Yes

All

Bucket View Details View My Class Schedule **Submit Request** Enroll in this Class

Pages: 1 Display details for the selected record(s).

Under the Scheduled Classes tab, if you see the class you would like to assign to your employee:

- Select the **Radio** button next to the class
- Click on **Submit Request**

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

Submit Learning Request

HomeRole: Supervisor [Notes](#) [Help](#) [End-user Tutorial](#) [Contact Us](#) [Log O](#)

Logged in as: Mary Survt

Search:

My Home My Employees Reporting

Submit Learning Request Wizard

Submit Learning Request

Introduction

Easily submit a learning request in minutes using this wizard. This 3 step process gives you the control and information you need to fill out a learning request.

I am submitting this request for myself.

I am submitting this request on behalf of other learners.

Click **I am submitting this request on behalf of other learners**

Click **Begin** to get the Wizard started

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Selecting Learner

The screenshot shows the 'Submit Learning Request Wizard' interface. The current step is 'Assign User', which is Step 1 of 4. The interface includes 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'. The first row is highlighted in yellow and contains the following data: (circled), USGSLEARNER, Survey, USGSLearner, cimarshal@usgs.gov, Active, DOI Employees, U.S. Geological Survey. Below the table, there is a 'Bucket' dropdown menu and a 'Pages: 1' indicator. At the bottom right, there are 'Previous' and 'Next' buttons, with the 'Next' button circled in blue.

Select	Username	Last Name	First Name	Email Address	Status	Groups by Manual	Groups by Rule
<input checked="" type="checkbox"/>	USGSLEARNER	Survey	USGSLearner	cimarshal@usgs.gov	Active		DOI Employees, U.S. Geological Survey

Search for the employee's name you would like to submit the request on behalf.

If you do not see the learners name on the first page, you can change your Results per Page to show more.

- Select the **Radio** button next to the employee's name you would like to submit the request for.
- Click **Next**

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Request Forms

Home Role: Supervisor Notes Help End-user Tutorial Contact Us Log Off

DOI learn Logged in as: Mary Surve

My Home My Employees Reporting Search

Submit Learning Request Wizard

Submit Learning Request

Select a request form Step 2 of 4

Select a form from the table below.

Select	Name	Description
<input checked="" type="radio"/>	DOI Employee Training Request	For use by DOI Fed employees and Interns. This form requires a single level of approval. This request will be submitted to anyone listed in the My Supervisors tab in your profile. After submission, this form can be printed for add'l payment information.

Cancel Previous Next

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

Click **Next**

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

Completing Form

Step 3 of 4

Request Fields

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

Applicant's Name: USGSLearner Survey

Request Fields:

Course Title Basic Electronics and Troubleshooting Instrumentation
Course Code USGS-HIF-ID1081
Responsible Bureau U.S. Geological Survey
Class Name USGS-2011-1017-Stennis Space Center, MS
Class Start Date 10/17/2011 8:00 AM (America/Chicago)
Class End Date 10/20/2011 4:00 PM (America/Chicago)
Approximate Duration 40
Class Vendor
Class Cost to Learner 750.00
Class Description Course: Basic Electronics and Troubleshooting Instrumentation. Most visitors to HIF fly into New Orleans (MSY). Some choose to fly into Slidell, LA for the nights of October 16 - 20. Exact lodging information will be sent to registered students via email.
Special Class Information 1
Special Class Information 2
Special Class Information 3
***Is this course part of your IDP?** Yes
Class Payment Information Tuition collected by HIF
Method of Payment
Special Billing Notes (NOT for Credit Card INFO)
Class Location

Fill in the required fields:

- **Is this course part of your IDP?**
- Fill in the **Method of Payment** even if there is no payment method, then select None.
- Fill in the **Special Billing Notes**, if there are not any type in "NONE" as this field needs to be entered.

Click **Next**

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Saving Form

Submit Learning Request 🔥

Confirm Information Entered Step 4 of 4 ■■■■

i Please review the information you provided below. To make changes, click **Previous** to go back to the appropriate step. Click **Save** to submit for approval.

Field Information

Applicant's Name: USGSLearner Survey **Details**

Course Title: Basic Electronics and Troubleshooting Instrumentation

Course Code: USGS-HIF-ID1081

Responsible Bureau: U.S. Geological Survey

Class Name: USGS-2011-1017-Stennis Space Center, MS

Class Start Date: 10/17/2011 8:00 AM (America/Chicago)

Class End Date: 10/20/2011 4:00 PM (America/Chicago)

Approximate Duration: 40

Class Vendor:

Class Cost to Learner: 750.00

Class Description: Course: Basic Electronics and Troubleshooting Instrumentation. Most visitors to HIF fly into New Orleans (MSY). Some choose to fly into Gulfport, MS (GPT). HIF is located about midway between the two - about one hour from each. A block of rooms will be reserved in Sidell, LA for the nights of October 16 - 20. Exact lodging information will be sent to registered students via email.

Special Class Information 1:

Special Class Information 2:

Special Class Information 3:

Is this course part of your IDP?: Yes

Class Payment Information: Tuition collected by HIF

Method of Payment: Credit Card

Special Billing Notes (NOT for Credit Card INFO): NONE

Class Location:

Cancel ◀ Previous **Save**

Verify your information, you cannot change it once saved.

If you need to change information, click on the **Previous** button. You can also Cancel this request if you need to now.

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 it on behalf of your employee(s).

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

Click on Close Record when you see the green banner saying it was submitted successfully.