How to Validate Training

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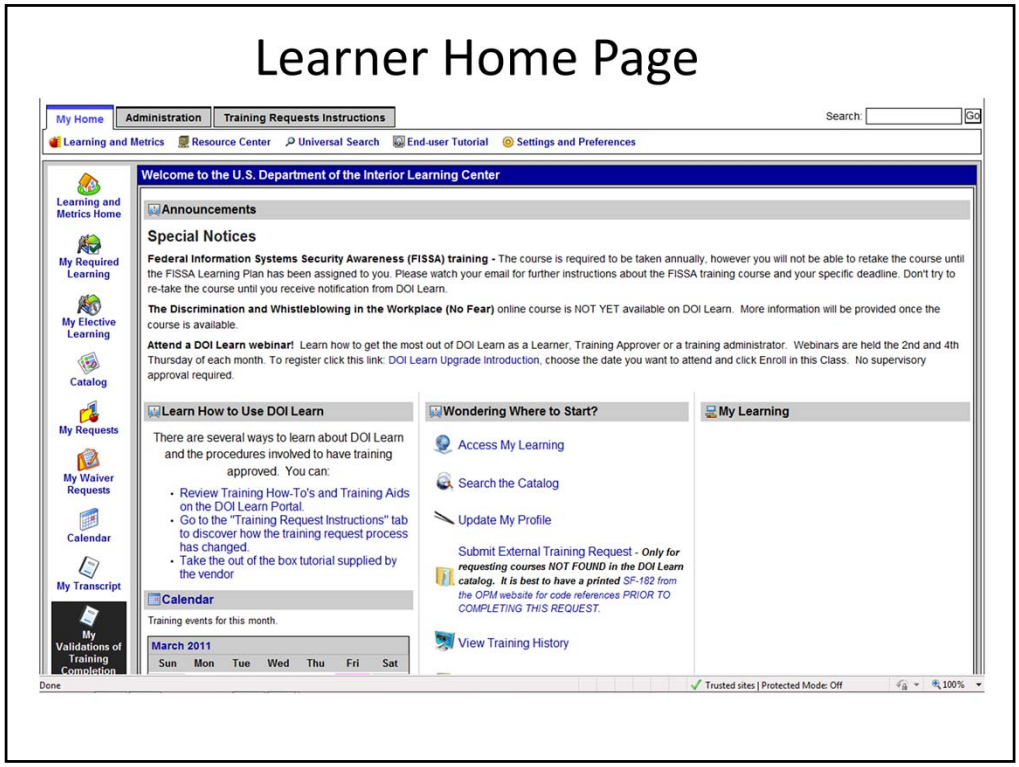
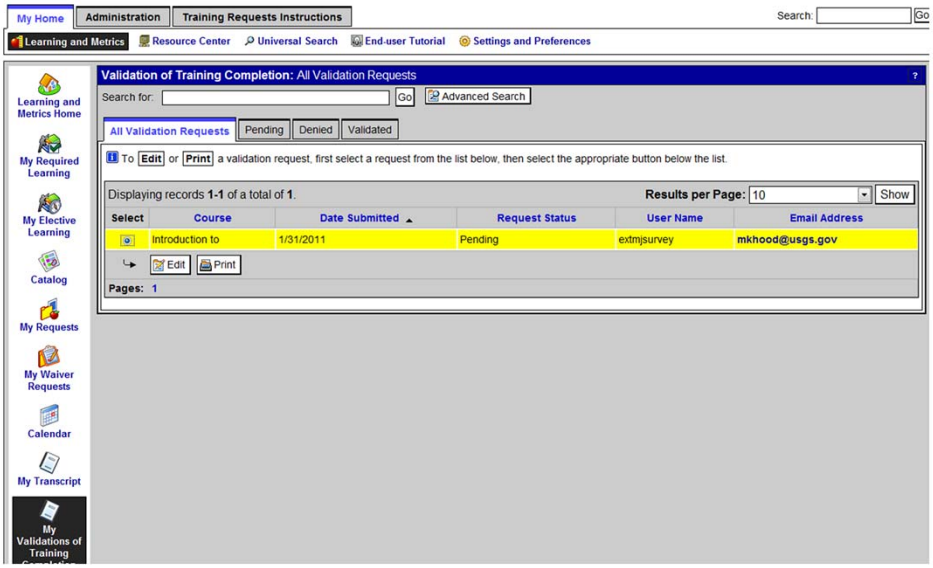


Log into DOI LEARN: http://www.doi.gov/doilearn

From **My Home** you will need
- Select the **My Validations of Training Completion** (left side bar of your screen)

Note: This step will not be able to take place until your supervisor has approved your training

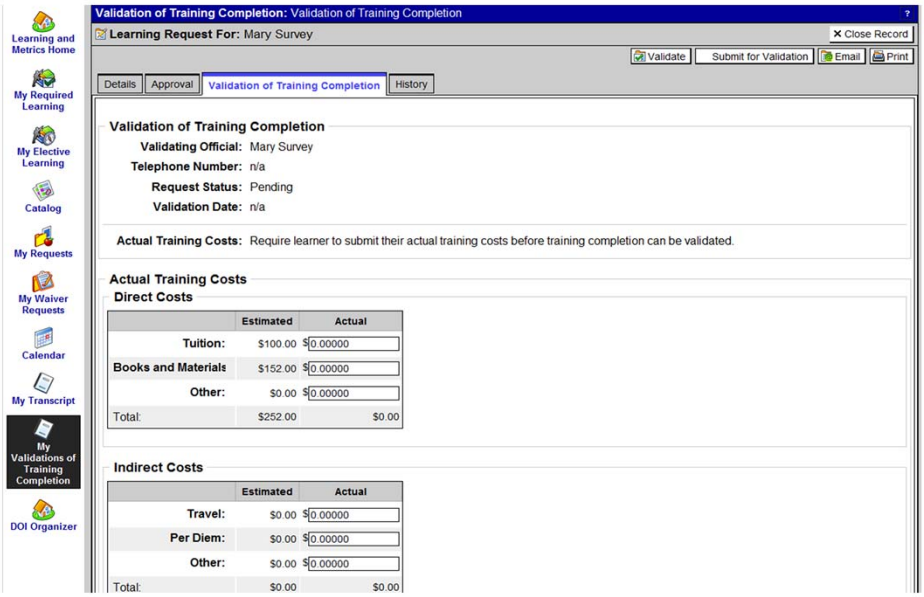
Selecting Course to Validate



After your request has been approved by your supervisor you need to validate your training.

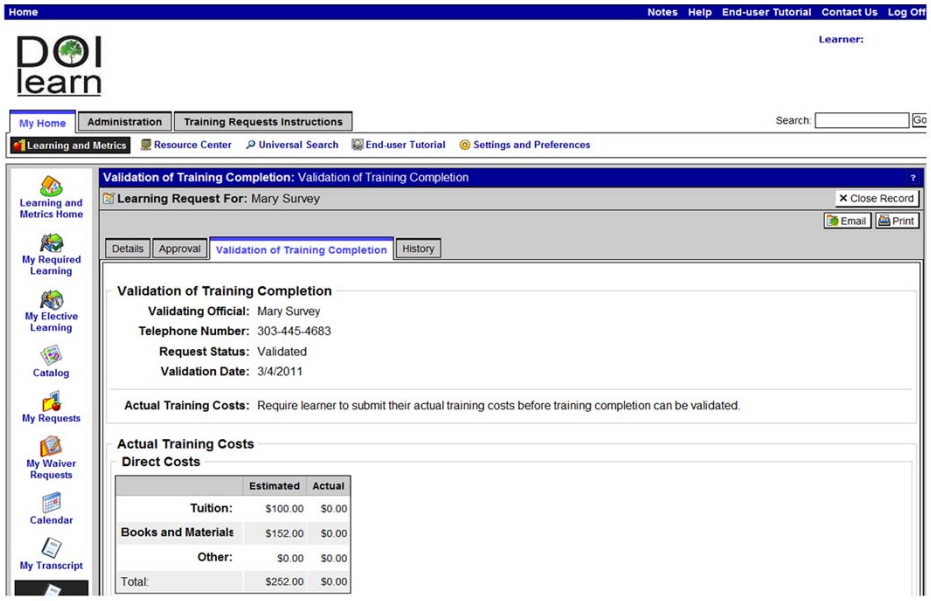
- Select radio button next to the course you would like to validate
- Select **Edit**

Validating Course



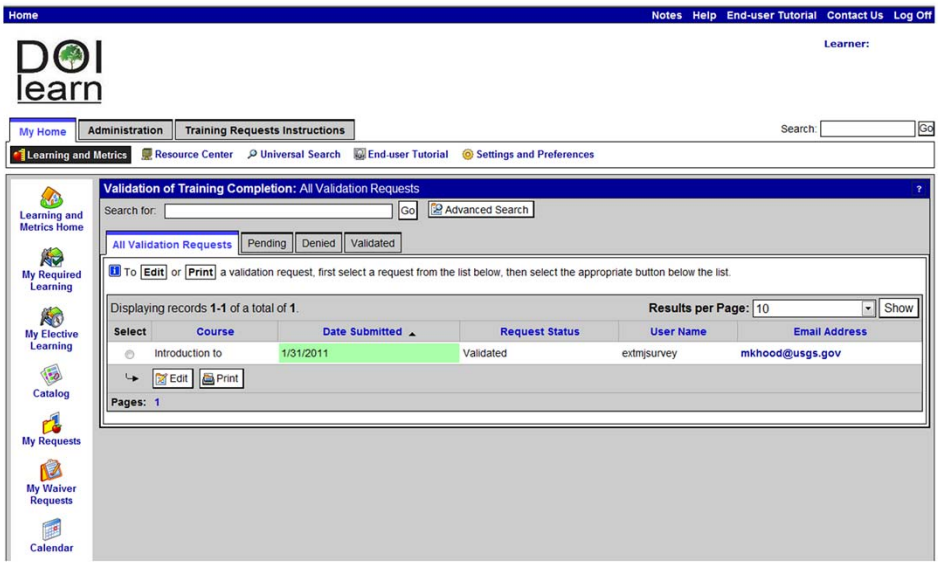
- Review the training information
- If you have added additional information you **MUST Update** (at the bottom of the screen) before you Validate
- Select **Validate**

Validating Course



- Close the Record

Validated



To confirm your validation:

- You can go back to the **My Validations of Training Completion** page
- Select the **Validated** Tab

Or

- Look under **All Validation requests** and look at the Status
- If it says Validated, you have validated this training.