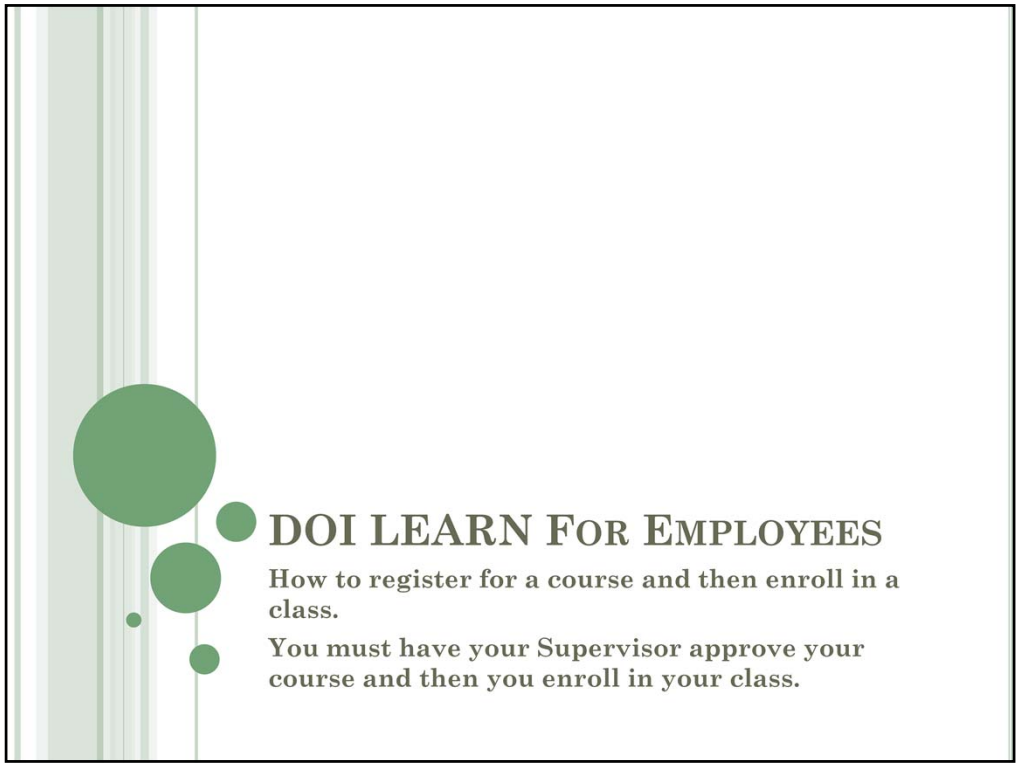


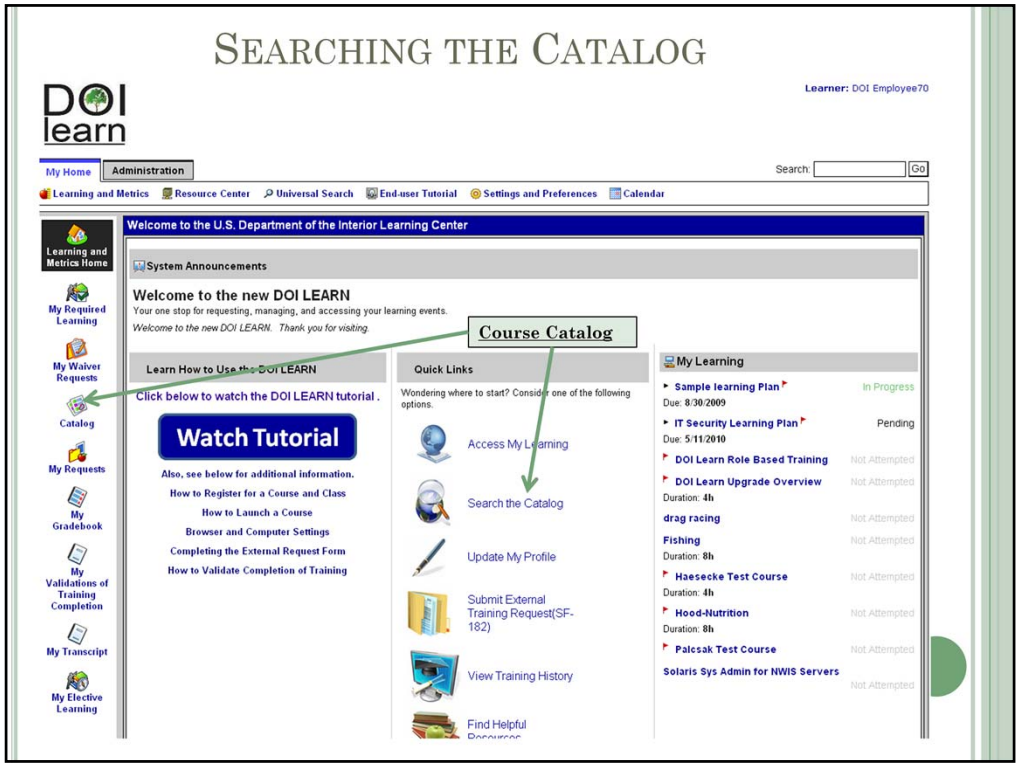
Log into DOI LEARN at: http://www.doi.gov/doilearn Update your Profile before requesting a course.

NEW PROCESS FOR ALL USERS:

You must obtain approval or register for a *Course* BEFORE you can enroll in a *Class*.

This is now a 2-step process and is a departure from the old way of managing your automated training request.

> *Course:* a curriculum or specific area of study on any given subject, Instructor led or Online
>
> *Class:* A scheduled instance of a course. There may be multiple classes scheduled for one course.



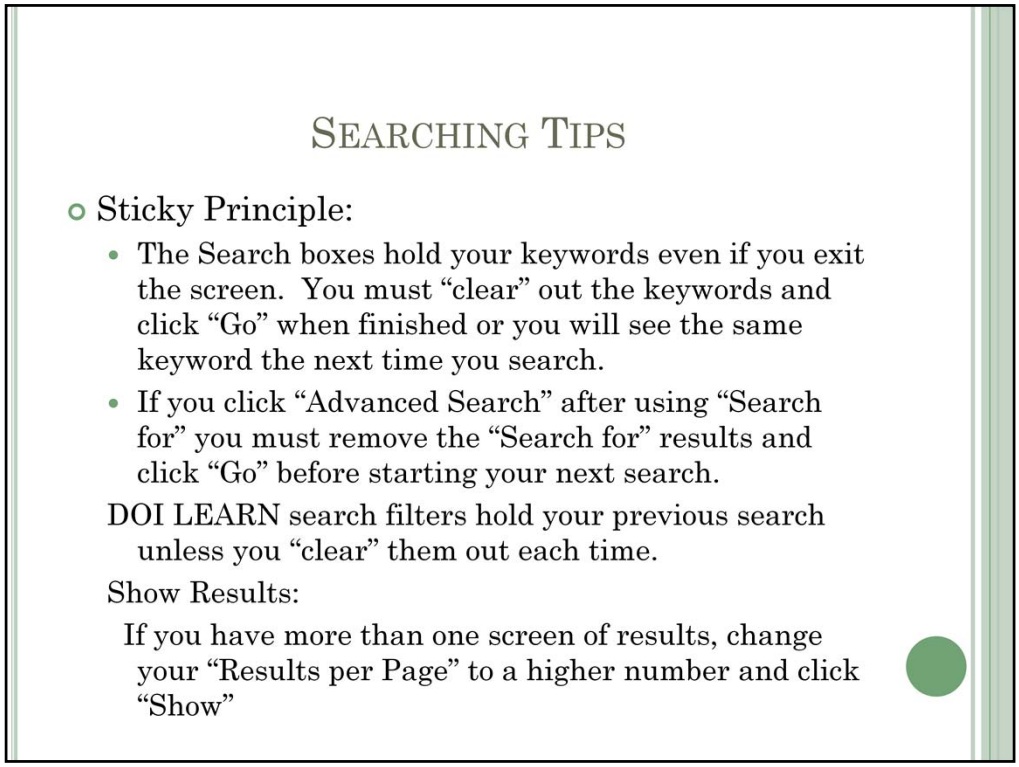
This is the home page of DOI LEARN, this slide show will focus on.

-Accessing the **Course Catalog:**

-Clicking on either will take you to the same place

-NOTE: **My Elective Learning or My Required Learning**

-Will allow you to view your **learning**



Searching Tips

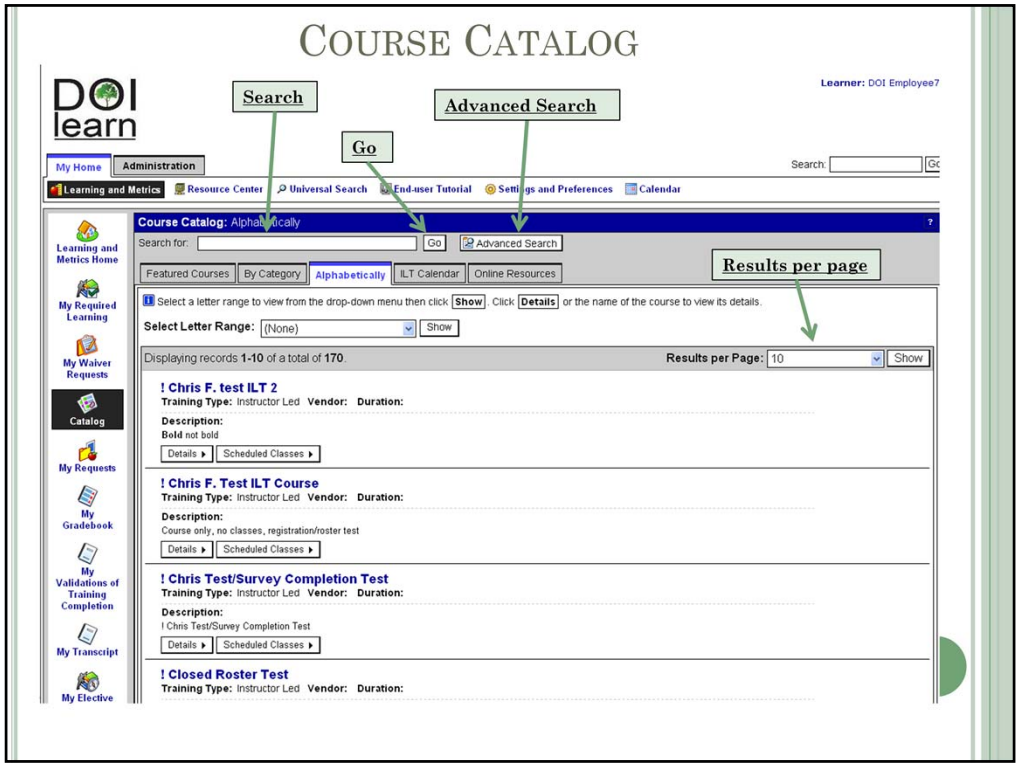
Sticky Principle:

- The Search boxes hold your keywords even if you exit the screen. You must "clear" out the keywords and click "Go" when finished or you will see the same keyword the next time you search.
- If you click "Advanced Search" after using "Search for" you must remove the "Search for" results and click "Go" before starting your next search.

DOI LEARN search filters hold your previous search unless you "clear" them out each time.

Show Results:

- If you have more than one screen of results, change your "Results per Page" to a higher number and click "Show"



Course Catalog

Once you select the **Catalog:**

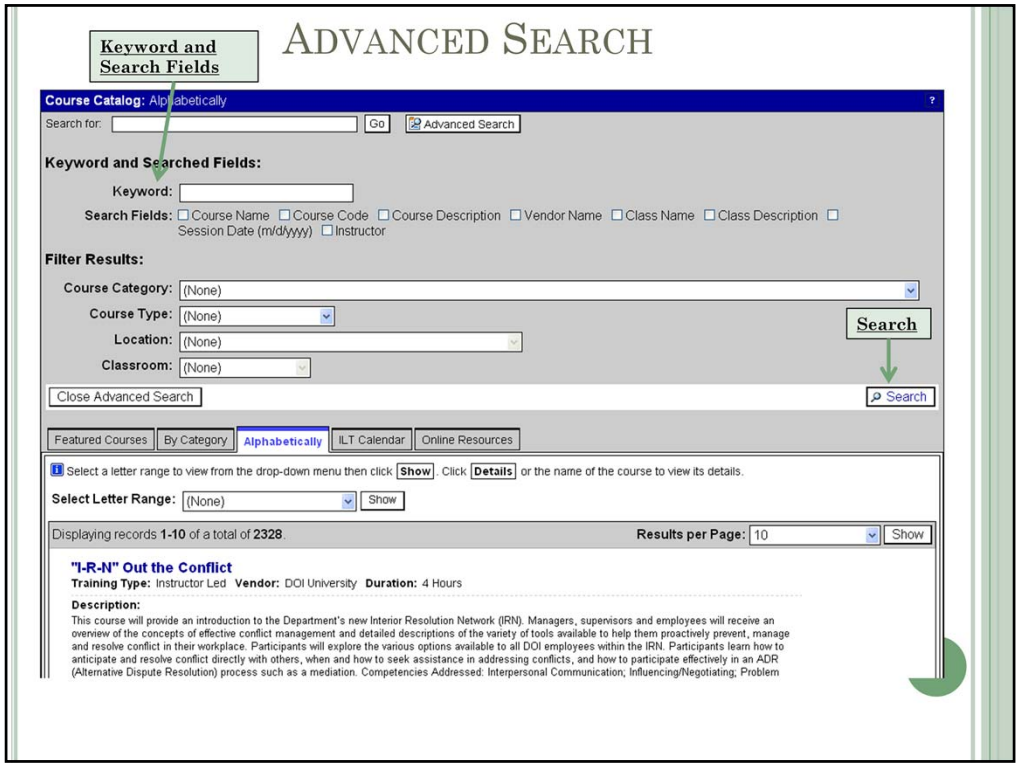
-You will have the normal **Search Field** and can also search using the **Advanced Search.**

-To do a normal search you can type information into the **Search Field** and select **Go**

-If you get too many results you can change the **Results per Page**

-If you want to change your keywords, you must "clear" out everything in the search bar and click Go first.

Note: In this system you are registering for a course not a class (more on this later)



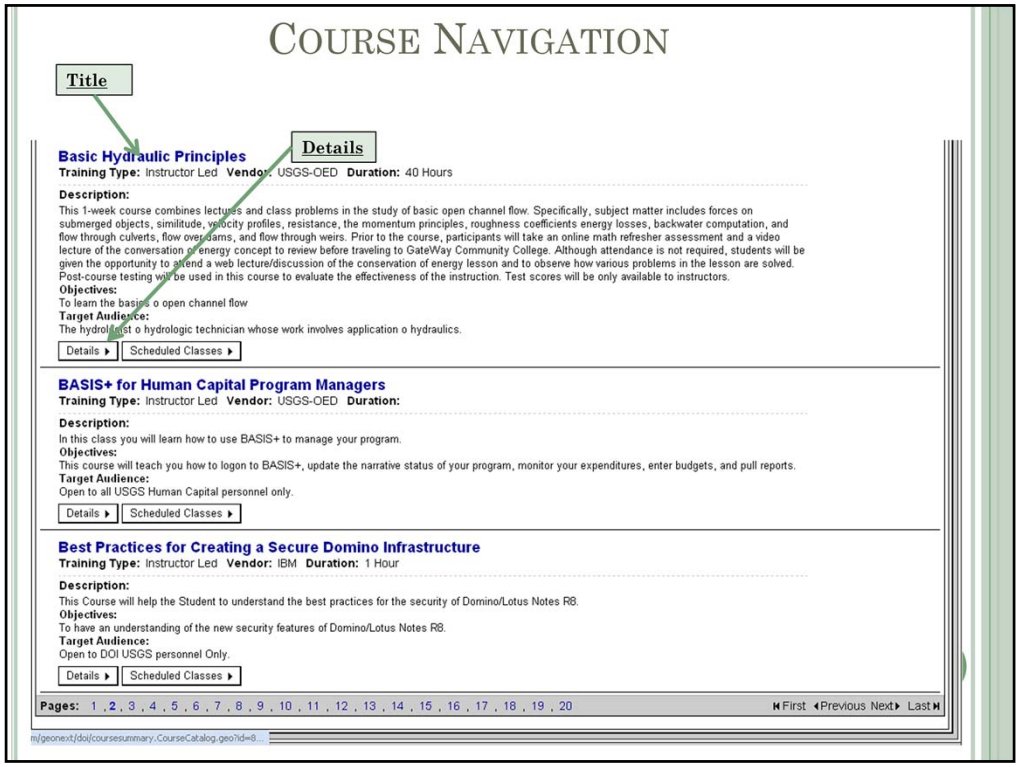
Advanced Search

If you select **Advanced Search**:

-You will be able to search on specific fields by typing the **Keyword** in and selecting the proper **Search Field**

-After completing the Fields to search on you much click the **Search** button.

-If you change your search, you must "clear" out your keyword choices and uncheck any boxes and click Search again

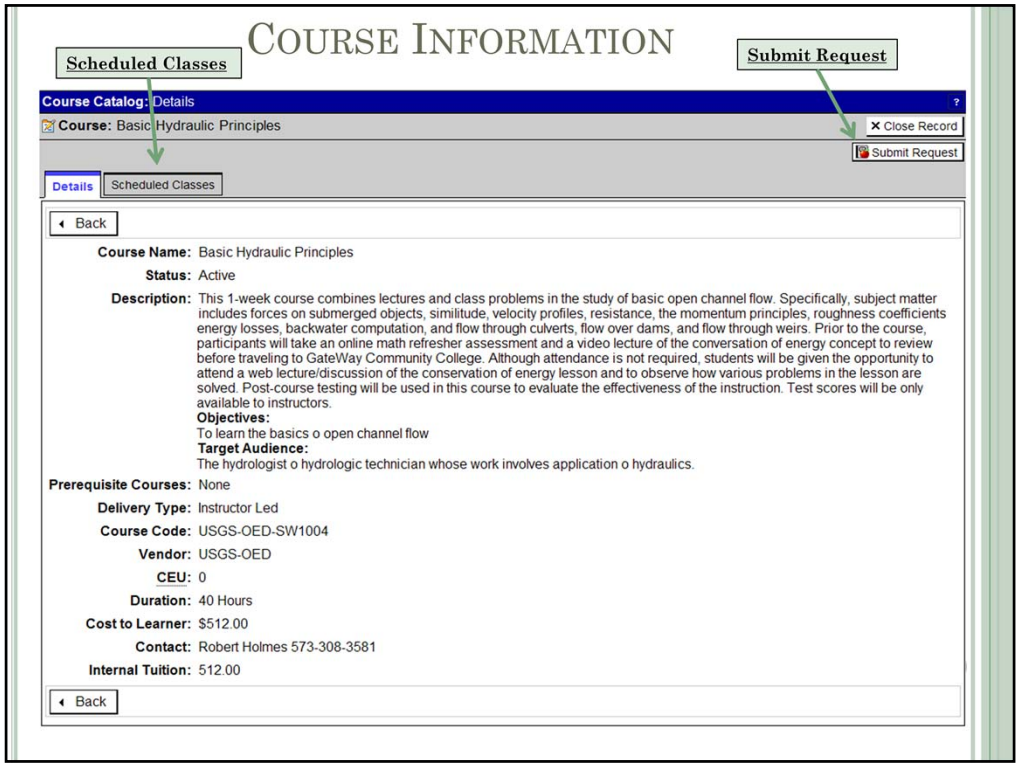


Course Navigation

When you have filtered your search down:

-Select your course by either clicking on the **Title** or click the **Details** button.

NOTE: The Scheduled Classes button may or may not have class sessions created, but you are requesting a course for approval, not a class right now.



Course Information

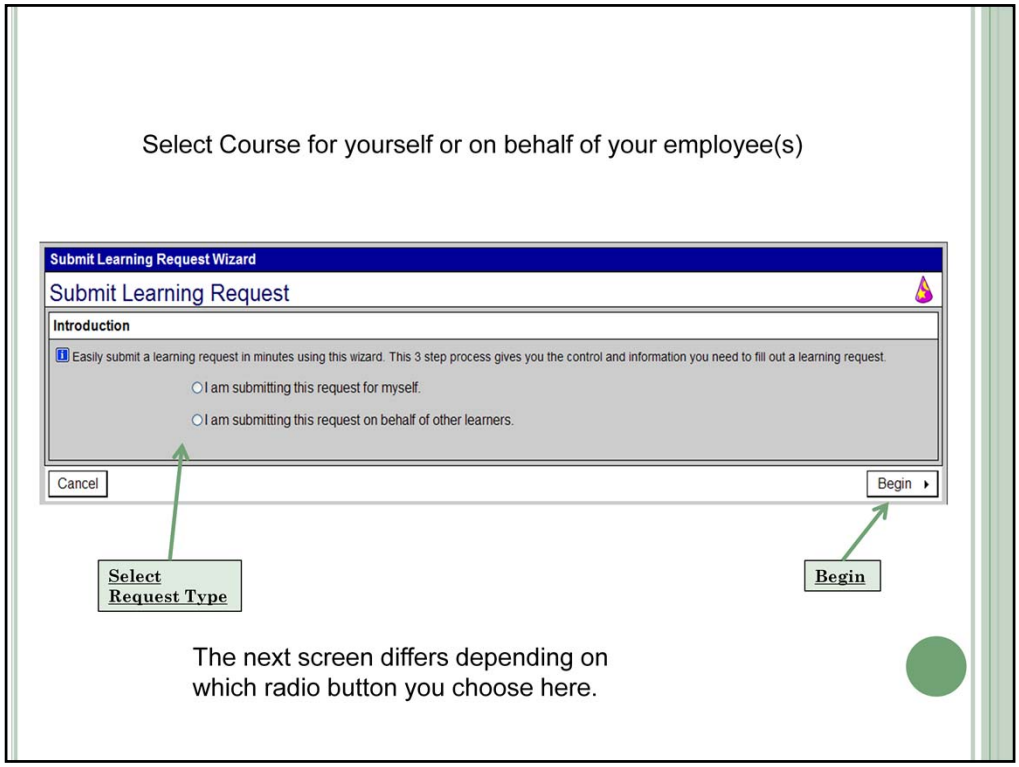
When you find the course you want:

-Check the course information

-Check when the **Scheduled Classes** occur (**Note:** If the **Scheduled Classes** tab is not there, there may not be any Scheduled Classes)

-**Submit a Request** for permission from your **Supervisor** if the course requires permission.

-If no supervisor approval is required you will see a **Register** button where the **Submit Request** button is located. Clicking on **Register** will take you to **enrolling** in a class (more on this later).



Select Course

-Choose a radio button to request this course for yourself or on behalf of your employee(s).

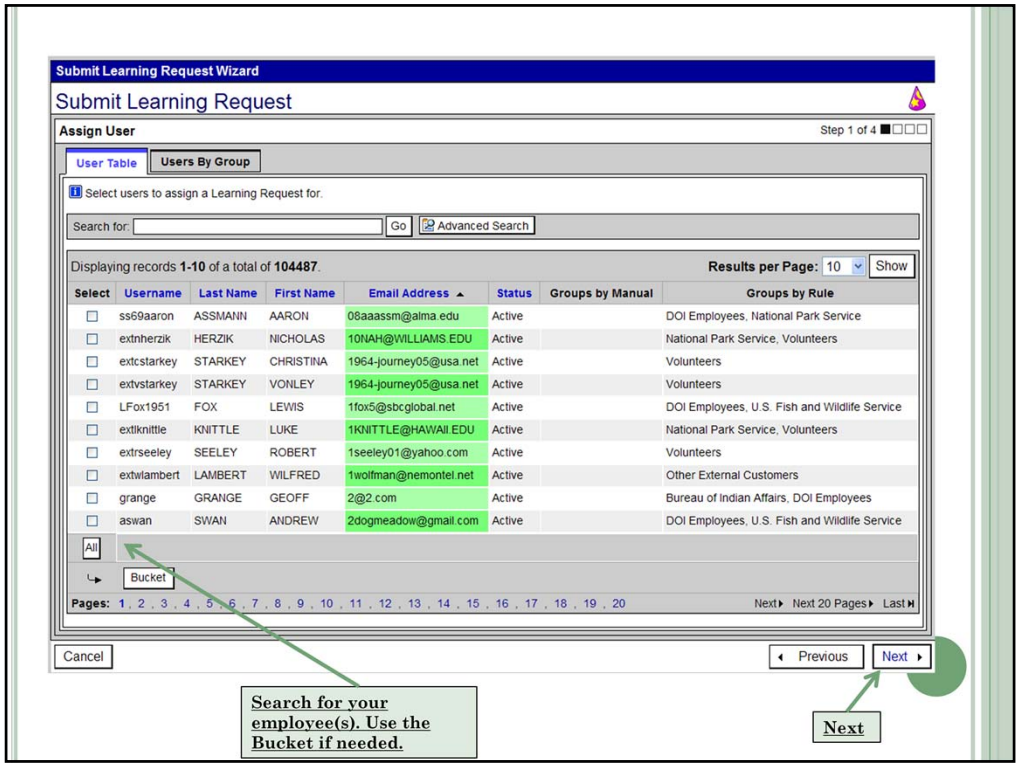
-Click **Begin**

IF YOU DO NOT HAVE THE SUPERVISOR ROLE – YOU MAY NOT SEE THIS SCREEN.

NOTE: If you are submitting this request on behalf of your employee(s), on the next screen you must select their name(s).

-A **Wizard** begins when you click Begin. A Wizard is a tool to guide you through the steps of a process or task by asking a series of questions or presenting options.

-If you submit this request for yourself – there are 3 steps in the wizard. If you submit this request for another employee, there are 4 steps in the wizard.



Select Course Continued

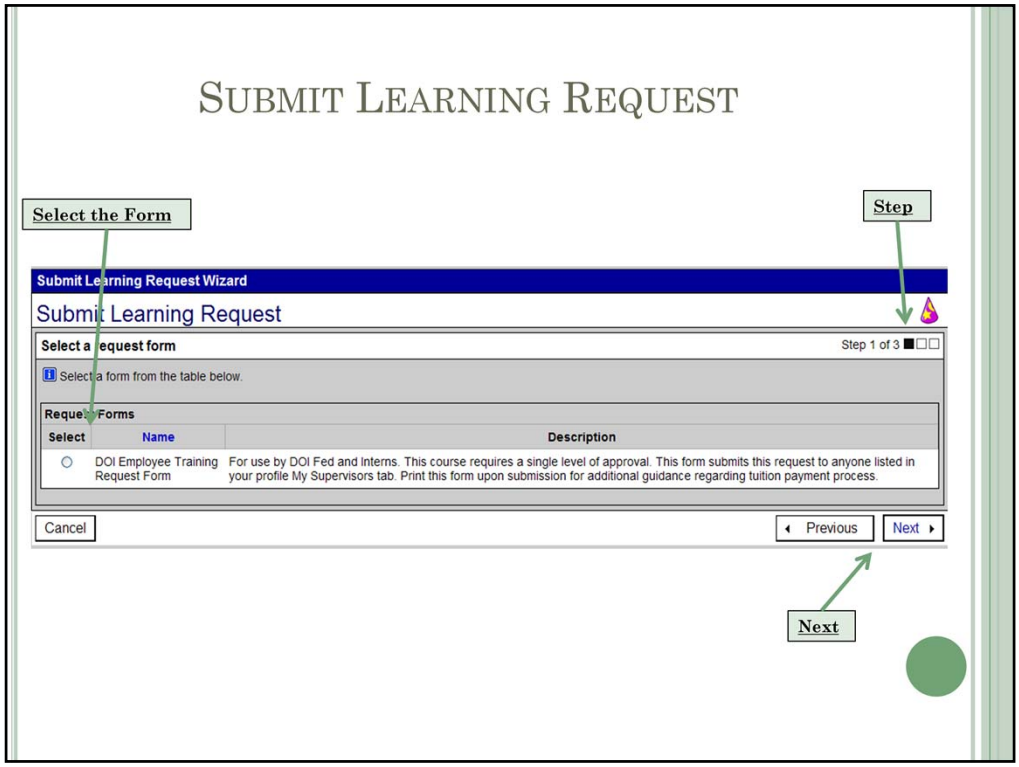
IF YOU SELECTED THE RADIO BUTTON TO SUBMIT THIS REQUEST ON BEHALF OF YOUR EMPLOYEE(S), YOU HAVE 4 STEPS:

-Search for your employee(s) to assign the training to.

-If you have more than one on the first screen, you can change your “Results per Page” to show others, click Show

-If you have a lot to choose from, you can search on their name, select the check box and click Bucket, then search on the next name, click Bucket, etc.. Similar to a shopping cart mentality. Keep adding to the bucket everyone who needs to take the training.

-Click Next to begin the Steps 1-4 of the wizard.

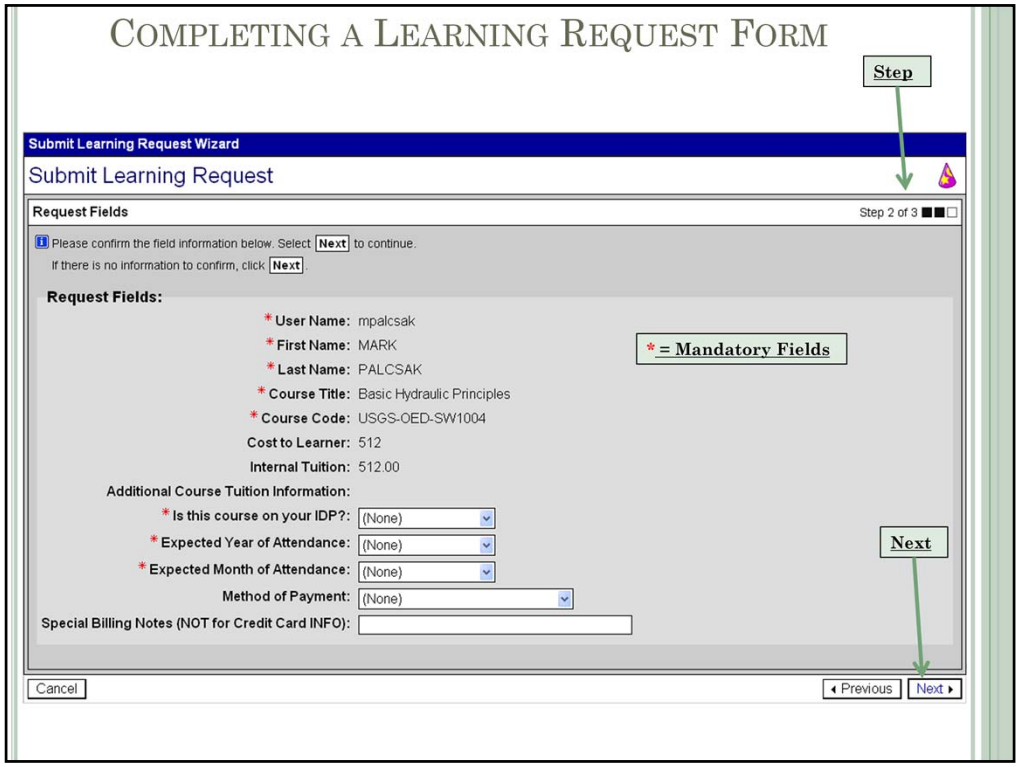


Submit Learning Request

IF YOU SELECTED THE RADIO BUTTON TO SUBMIT THIS REQUEST FOR YOURSELF, THE WIZARD BEGINS WITH 1 OF 3 STEPS:

-Select the Radio button for the request form.

-Click **Begin** to start the **Wizard.**



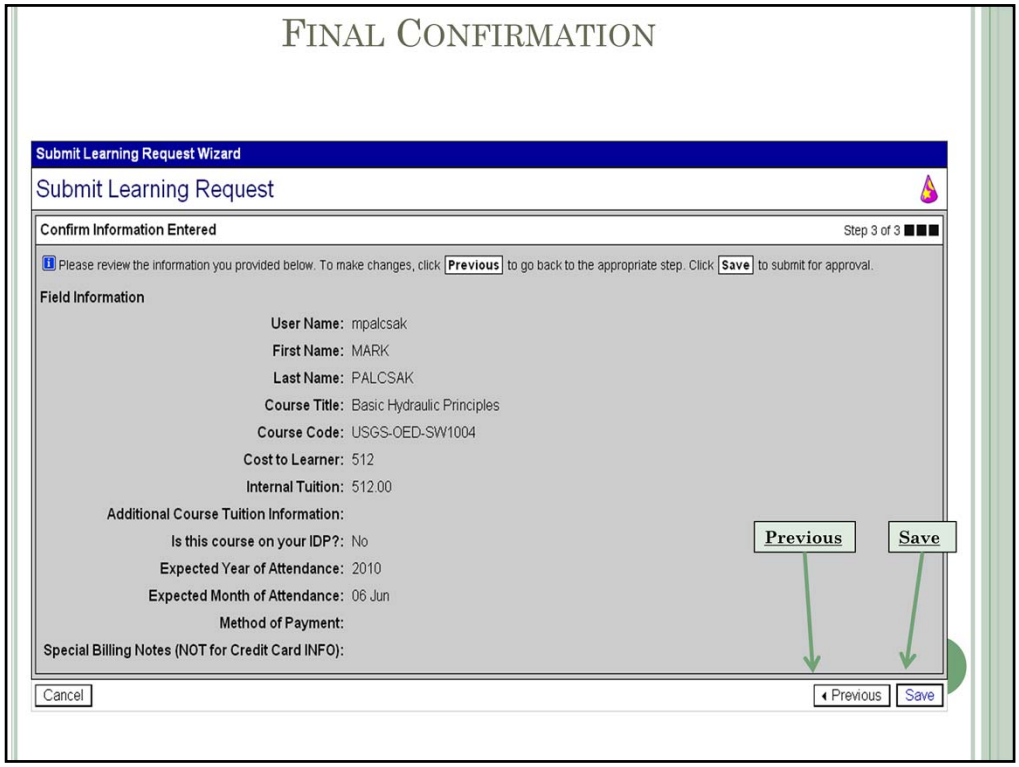
Completing A Learning Request Form

- Fill out the **Mandatory fields.** This is to provide estimated information to your supervisor so they can determine to approve the course or not since they are not seeing class dates, times and locations.

-If there is NO cost, click the drop down next to Method of Payment and select "No Payment Required" then type NONE in the Special Billing area.

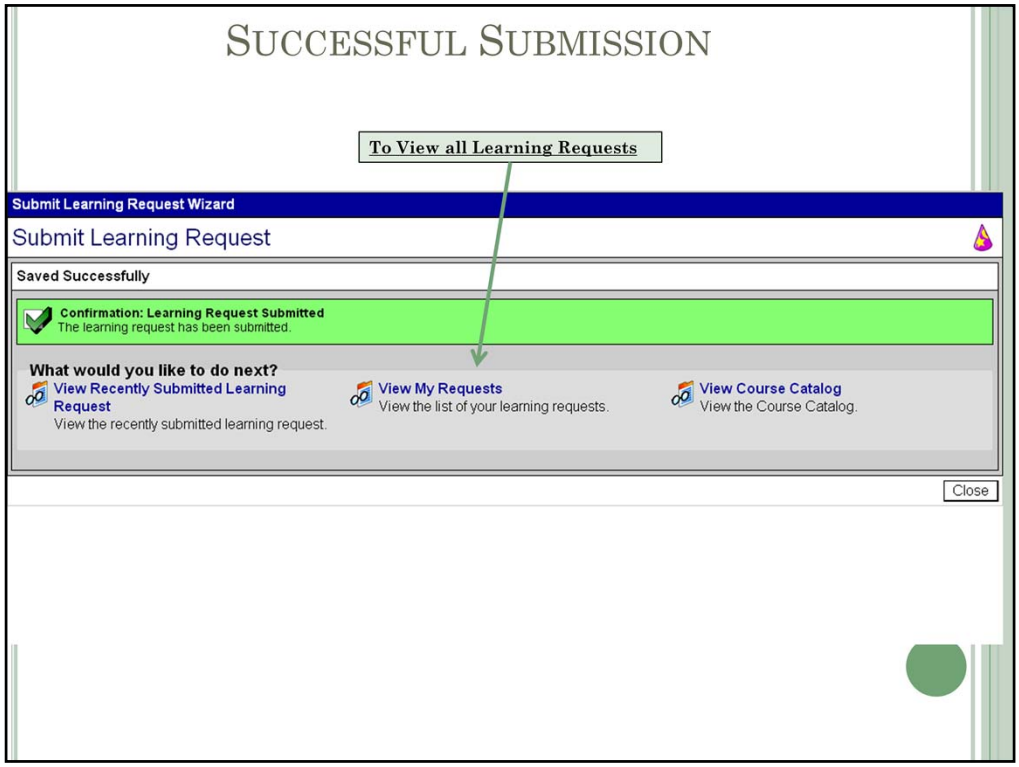
-Verify all the pre-filled information is correct

-After you complete these steps click the **Next** button.



Final Confirmation

This page is for verification purposes, if you notice anything that is incorrect you can click the **Previous** button**.** If all the information is correct click the **Save** button to complete the **Wizard**.

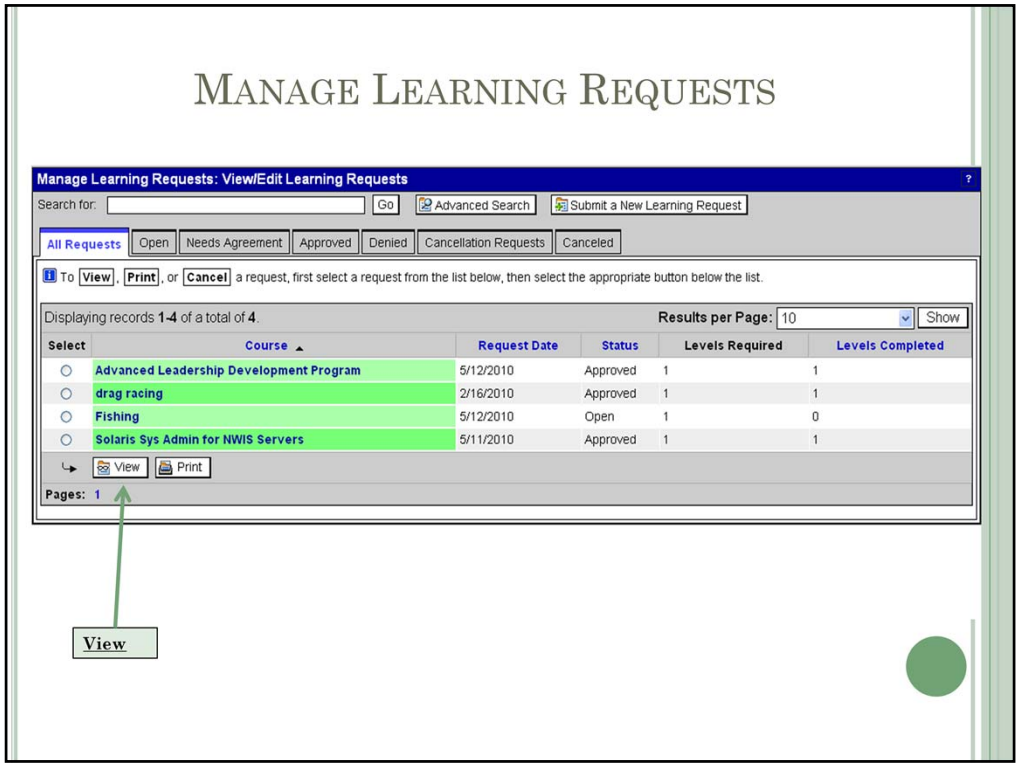


Successful Submission

When you are finished with your request form and click **Save** this screen will appear:

-When you request training that requires **Supervisor Approval** you must wait for your supervisor to approve the training before enrolling in a class. An email goes to the Supervisor listed in your profile asking them approve/deny the request.

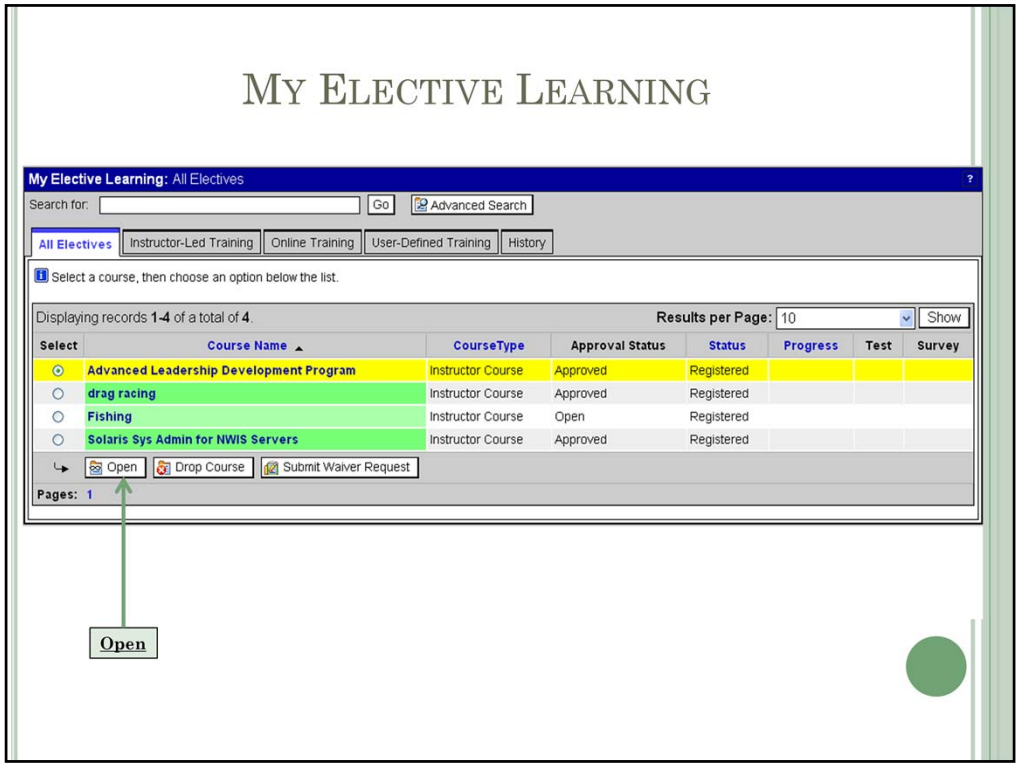
-To view all of your **learning requests** you can select "**View My Requests**"



Manage Learning Requests

To check on the progress of any of your Learning request forms you can also go back to the home page and select **My Requests.**

-To **View** any submissions you can select the request and click **View.**



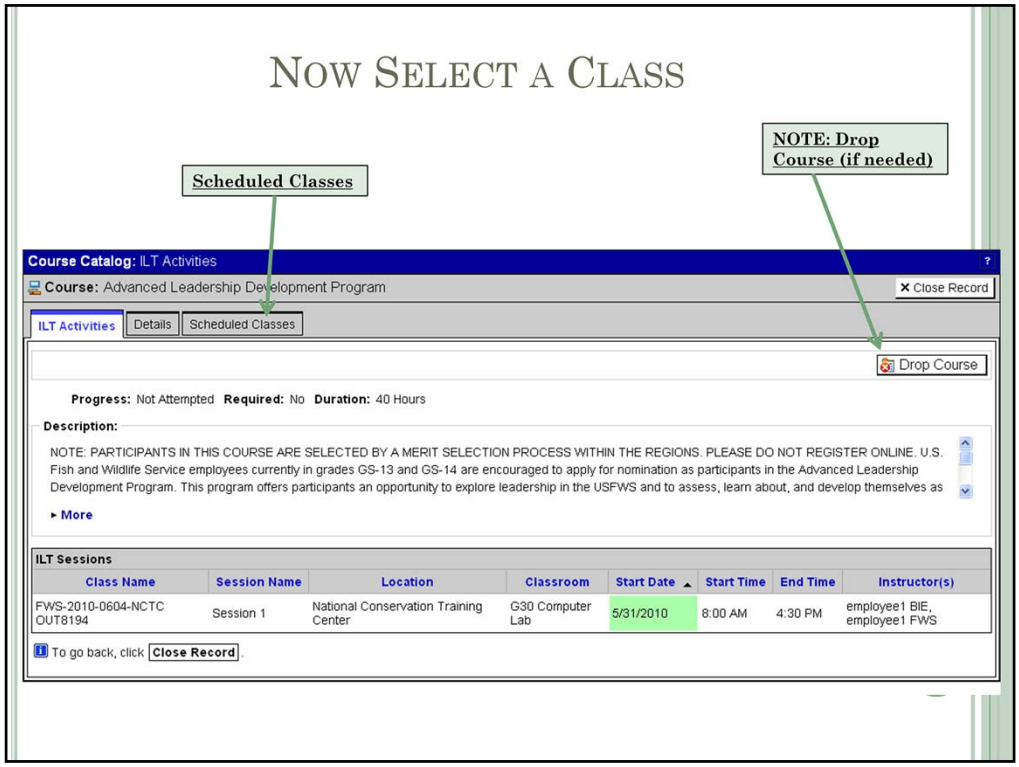
My Elective Learning

If required, once your request gets approved by your Supervisor, you can enroll in a **Class**.

-Note: When you submit a training request you are requesting the **Course** not **Class**

-To access the class lists of your approved courses you can either go back through the **course catalog** and find the course, or you can select **My Elective Learning** from the home page and this screen will appear.

-To view the **Class** list you must select the **Course** and click the **Open** button.

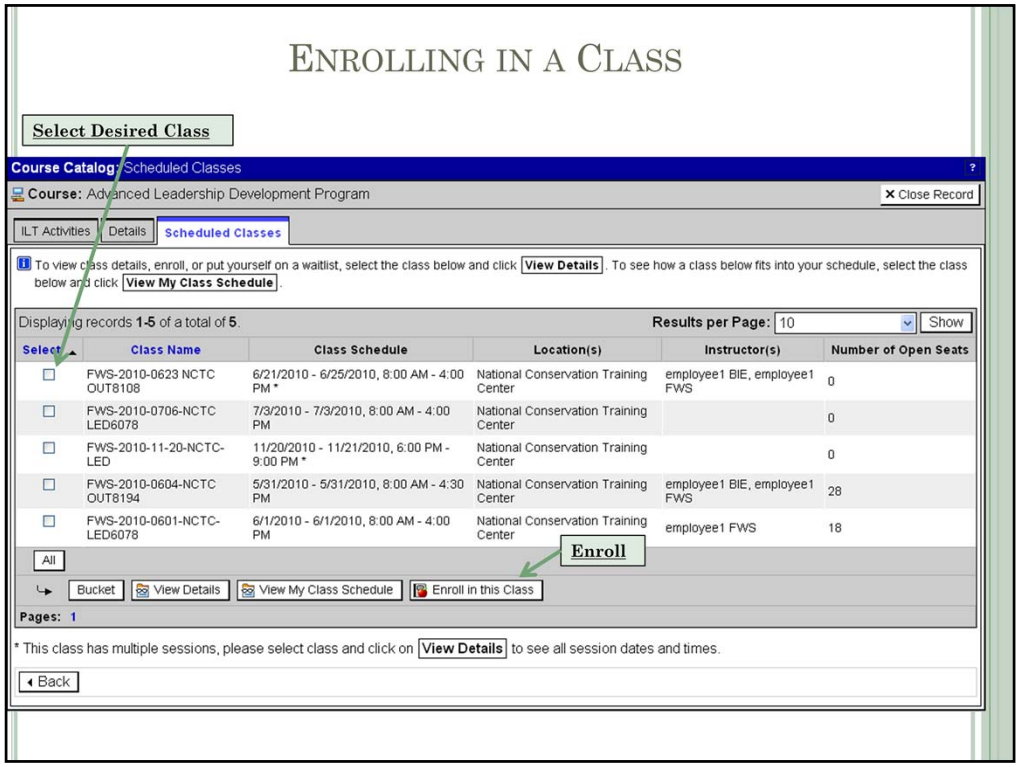


Now Select A Class

When you select the Course from **My Elective Learning** this screen will appear:

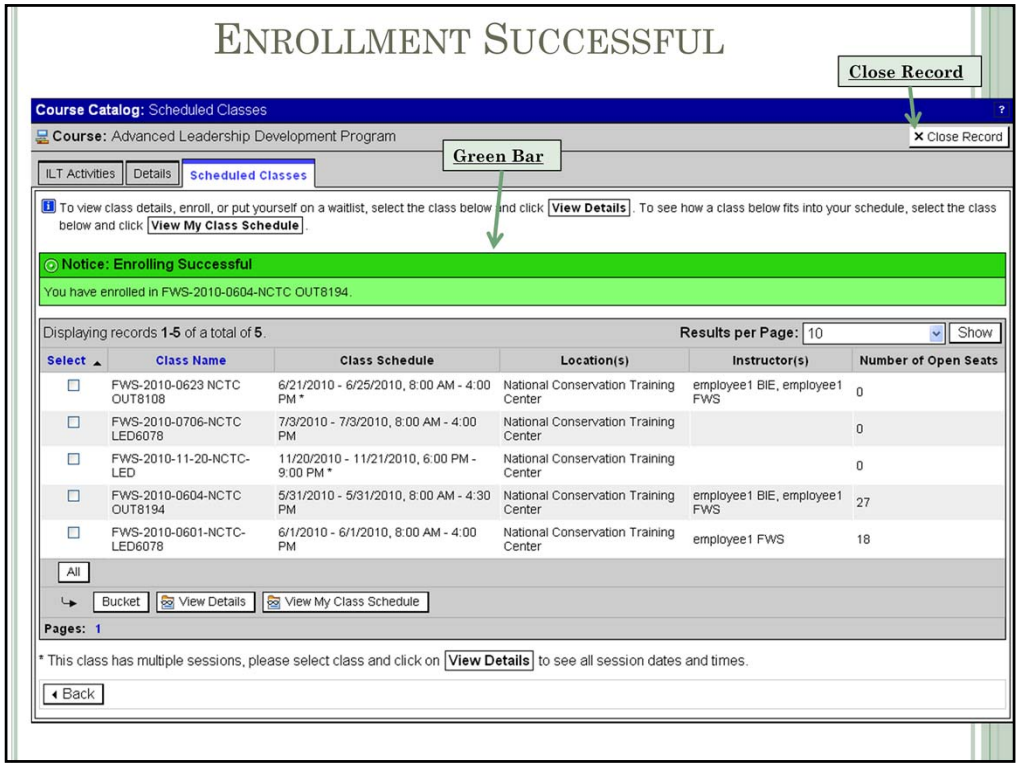
-To view and register for **Scheduled Classes** you need to select the **Scheduled Classes** tab.

-NOTE: This is where you DROP the course if you no longer want to take it.



Enrolling In A Class

To **Enroll** in a class you must check the box for the desired class and click **Enroll in this Class.**



Enrollment Successful

After you select **Enroll in this Class** you should get a **Green Bar** confirming the selection.

-When you are finished with this screen make sure you click the **Close Record** button.

-An email goes to you and your supervisor stating you are enrolled in the class.