

ROLE INFORMATION

Logging in with Caution: If you are unsure of your username and/or password, please do not attempt to login until you have contacted the Help Desk for assistance: 1-866-466-1998 or doilearn@sumtotalsystems.com

Learners and Supervisors: Maximize your use of the DOI LEARN system. Attend a 1 hr. training session via live webinar. Search the Course Catalog in DOI LEARN for: *doi learn upgrade introduction* and register in advance for the Learners & Supervisors training. You can also view How-to Tutorials at this link: <http://www.usgs.gov/humancapital/ecd/doilearnhowto.html>

Any mandatory training such as the IT Security Training (FISSA+) or Discrimination and Whistleblowing in the Workplace (No Fear Act) will be "assigned" to all employees in advance of Bureau deadlines. If you do not see it assigned in your learning plan, register for it using the course catalog. **Note:** You cannot waive mandatory training.

Contractors, Volunteers, Partners, etc. (externals): You need to request an account in DOI LEARN if you do not have one by clicking on the "Request a new account" link from the log in screen: <https://gm2.geolearning.com/geonext/doi/login.geo> Complete the request form and include the Bureau you will be working for. If you have not received your account within 3 business days, email: oeppoilearn@usgs.gov for assistance.

All: The following links and contacts may help if you are unable to wait for an account in DOI LEARN and need to take training right away while waiting: <http://www.doiu.nbc.gov/trainingcds/> OR <http://www.doiu.nbc.gov/trainingcds/DOI%20Occupational%20Health%20and%20Safety%20Training.html>

For alternate NSC Defensive Driving II course options, please contact the American Automobile Association or Debra Ferris at the National Safety Council (NSC) at: ferrisd@nsc.org

Note: If you take training outside of DOI LEARN but the course is **In** DOI LEARN, you must register for the course in DOI LEARN's catalog after you have received an account AND have your Supervisor manually mark you complete in the Gradebook.

Instructors and Roster Managers: Attend a 3 hr. live training webinar to learn this role, how to create classes and manage rosters. Search the Course Catalog in DOI LEARN for: *doi learn upgrade introduction* and register in advance for the Administrative Roles training. Once you have been trained, please check your class rosters often in DOI LEARN and update the "Progress" of any Learners that still show "Not Attempted" when your class is over. If you have questions, email: oeppoilearn@usgs.gov

Reports: Attend a 1 hr. live webinar on using the "Report" feature in DOI LEARN. This training is for the roles of: Supervisors, Program Managers, Instructors, Roster Managers, LP Roster Managers, etc. Email Catherine Book (cbook@blm.gov) and she will provide you the information for the next Report webinar.

To see a USGS Bureau report by Org Code of mandatory training deadline completion status, view this FTP site: <ftp://ftpint.usgs.gov/private/cr/co/lakewood/DOI%20Learn/>

If you need to know what Mandatory training is required in USGS, go to: <http://www.usgs.gov/humancapital/ecd/mandatorytraining.html>

Duplicate accounts: If you are aware of duplicate accounts in the system for the same username, email: oeppoilearn@usgs.gov

For all DOI LEARN questions, email:
doilearn@sumtotalsystems.com
Or call: 1-866-466-1998