

DOI LEARN

Supervisory Roles and Responsibilities

The Six Main Roles

Supervisor Roles and Responsibilities in DOI LEARN

- 1) Keep your own profile updated and encourage your employees to do the same.
- 2) Handle training requests for your employees in a timely manner.
- 3) Manually mark training complete if your employee took it using an alternate method outside of DOI LEARN, or they had problems in the system.

Main Roles Continued

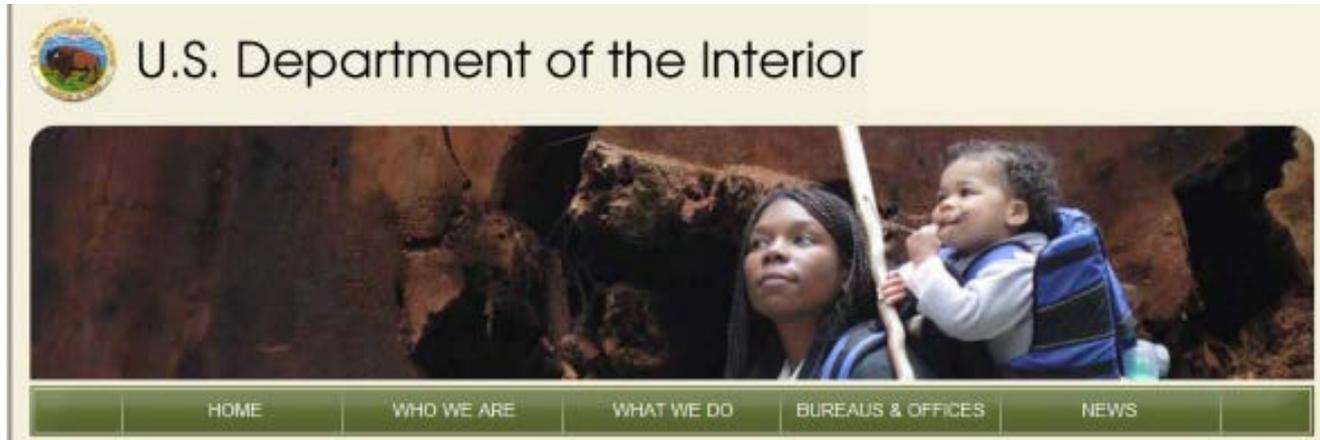
4) Track your employees training, especially mandatory training – via Reporting tab and the FTP site:

ftp://ftpint.usgs.gov/private/cr/co/lakewood/DOI_Learn/

5) Notify OED when external employees (i.e. contractors, volunteers, co-ops, partners, etc.) leave the Survey OR if any external employee obtains a federal position OR if a federal employee becomes an external.

6) You may submit SF-182s on behalf of your employees. If you or your employee creates one, you need to approve and manually mark the external form complete.

DOI Learn Web Portal: www.doi.gov/doilearn



HOME

WHO WE ARE

WHAT WE DO

BUREAUS & OFFICES

NEWS

DOI Learn Portal

Print Text Size

LOGIN TO DOI LEARN

HELP DESK NUMBER: 866-466-1998

EMAIL: doilearn@sumtotalsystems.com

New DOI Federal Employees:

- **DO NOT use the "Request a New Account" link on the login screen to request an account.**
- You will receive an email with [login](#) instructions from the system when your account has been created.
- Please be patient. It can take several weeks for your information to appear in DOI Learn.
- Note: If you have received more than one paycheck but have not received your DOI Learn login, please contact your [Bureau Data Steward](#).
- Upon receiving your account information please attend a [DOI Learn Learner Orientation](#) on the 4th Thursday of each month.

Upon accessing your account for the first time please:

- Update Your Profile
- Add/Verify Your Assigned Supervisor
- Update Your Timezone

External, Non-DOI Learners:

External Learners are one of the following:

- Contractors
- Students
- Volunteers
- Partners
- State and Local Employees
- Federal employees from agencies outside DOI

We offer many training opportunities to private, state, not-for-profit and other federal government agencies. [Search our Public Catalog](#) to view these opportunities. For information about obtaining a user account or other questions, visit the [External Learners page](#).

[Download the workstation requirements guide for using DOI Learn.](#)

In This Section:

[DOI Learn Bureau Contact List](#)

[DOI Learn Frequently Asked Questions, Training Aids and Orientation Info](#)

[DOI Training Download Page](#)

[External Learners](#)

[Mandatory Training for DOI Employees](#)

[SkillSoft FAQ](#)

[Skillsoft Online Learning Library Information](#)

DOI Learn Login:

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



Log On

i Welcome to DOI LEARN. You must have a user name and password to enter. On 5/6/2010, all passwords were changed for your security. Please follow instructions on the DOI LEARN portal page at: <http://www.doi.gov/doilearn/index.cfm>

Note: *Required Fields.

Sign-In Form:

*Username:

*Password:

[Forgot your password?](#)

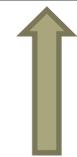
[Request a new account.](#)

Enter

The Home Screen



Logged in as: MELANI



Search:

My Home

Announcements

NOTICES:

The [Discrimination and Whistleblowing in the Workplace \(No Fear\)](#) deadline for all DOI to complete is December 30, 2011.

Supervisors and HR Personnel, you are required to complete the [USERRA training](#) and [Veteran's Hiring Reform](#) by December 30, 2011. The supervisor version of the course is [linked here](#) and the Human Resources personnel version of the course is [linked here](#).

Wondering Where to Start?



[Search the Catalog Register for a Course](#)



[Update My Profile](#)



[Update My Supervisor](#)



[Update My Time Zone](#)



[View My Transcript](#)

My Learning

Connecting and Communicating

Duration: 2 hours

Elements of Market Strategy

Duration: 3 hours

Writing a Market Phase 1

Duration: 3 hours



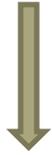
Approving Training Requests

Home

Role: Supervisor

Notes Help Contact Us

DOI
learn



Logged in as: MELAN

My Home

My Employees

Administration

Reporting

Search:

My Employees

Tasks to Manage Training for My Employees



[Approve Training Requests](#)



Mark Training Complete in the Gradebook



View a List of My Assigned Employees



View My Employees Training Validations



Submit External Training for My Employees



Run Custom-made Reports about My Employees



Run Standard Reports about My Employees



Find Online Resources, Course Materials & Other Documents



What Mandatory Training Do I Have to Take?



Job Aids, Desk References and How-To's

Payment Information

To provide payment: Be sure you know the name of the Responsible Bureau or office for the desired learning events prior to calling.

1. PLEASE PROVIDE TUITION PAYMENT INFORMATION WITHIN 3 BUSINESS DAYS.
2. Dial 888-390-4447 to reach the DOI Learn Data Stew Help Desk line.
3. Choose Menu Option 1 for Billing and then listen for appropriate menu item to reach the Responsible Bureau.

General Tuition Information:

1. Actual Tuition fees may vary slightly from what is displayed in the request due to price fluctuations.
2. Training Requests can be printed from the approval queue; and serves only as printed documentation of the submitted request and not a receipt.

Frequently Asked Questions (for Supervisor)

[How do I assign an employee to my profile?](#) Unfortunately, you cannot claim employees; they must claim you from their profile. They must login to the system and click the Update My Supervisor icon on the My Home tab.

PAYMENT INFORMATION FOR COURSE AFTER SUPERVISOR APPROVAL

My Employees

Administration

Reporting

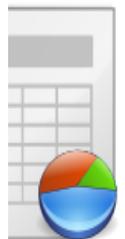
Search: Go

My Employees

How to Manage Training for My Employees



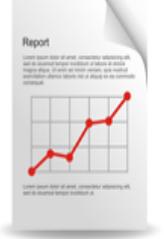
View Training Requests



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Note scroll bar under payment information – goes to DOIU information.

How to Mark Employee's Training Complete

Home

Role: Supervisor

Notes Help Contact Us

Logged in as: MELANI



My Home My Employees Administration Reporting

Search:

My Employees

Tasks to Manage Training for My Employees



Approve Training Requests



[Mark Training Complete in the Gradebook](#)



View a List of My Assigned Employees



View My Employees Training Validations



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Standard and Custom Reports

My Home | My Employees | Administration | **Reporting** | Search:

System Reports

Custom Reports: Shared Reports

Search for: Go

Shared Reports

i This view contains all of your shared reports. You can **Run** a report as-is, or **Filter** the data before running the report.

Displaying records 1-10 of a total of 12. Results per Page: 10

Select	Name ▲	Description
<input type="radio"/>	Learner Transcript: Access to Skillssoft Library	DOIU
<input type="radio"/>	Learner Transcript: EMS Report for Reclamation	EMS completions/noncompletions
<input type="radio"/>	Learner Transcript: FISSA+ 2011	Report for full status of 2011 FISSA+ Course, not just the LP Assignment. NOTE: the 2010 FISSA Course at all Inactives MUST be Removed from Report before posting.
<input type="radio"/>	Learner Transcript: For 2011 No Fear	Fo 2011 No Fear
<input type="radio"/>	Learner Transcript: RBST Course Analysis	for Deb Spahr
<input type="radio"/>	Learner Transcript: SAFETY	For Instructor to run Transcripts for Users regarding Safety Training.
<input type="radio"/>	Learner Transcript: Transcript Report for Assigned Employees	Use this report to get a transcript listing for your assigned employees. To run for a specific employee, click FILTER to change the First and Last Name fields to the desired employee.
<input type="radio"/>	Learning Plan Student Report: Learning Plan Progress of Assigned Employees	Report that displays Learning Plan progress for Assigned Employees. Shared with all with Supervisor Role.
<input type="radio"/>	Learning Plan Student Report: RBST LP Student Report	USGS = who has been assigned to the RBST LP
<input type="radio"/>	Test Full Report: TEST	trying to run report on EEO and Diversity Categories

FTP site: ftp://ftpint.usgs.gov/private/cr/co/lakewood/DOI_Learn/

How to submit an External Training Request – SF-182 Form for your Employee

Wondering Where to Start?



Search the Catalog
Register for a Course



Update My Profile



Update My Supervisor



Update My Time Zone



View My Transcript



Access My Elective Training



Access My Required Training



Print Completion Certificates:
Required Training



Print Completion Certificates:
Elective Training



View My Training Requests



Validate Training Completions
DOI Employees Only



[Submit External Training Request
SF-182 Training Form](#)



Find Online Resources,
Course Materials & Other Documents



What Mandatory Training
Do I Have to Take?



Job Aids, Desk References
and How-To's



USGS Home
Contact USGS
Search USGS

Human Capital Services and Support

- Home
- Pay & Benefits
- Conflict Management
- Employee & Career Development
- Organization Development
- Performance, Conduct & Awards
- Staffing & Workforce
- Human Resources

We Are USGS!

Search USGS Human Capital Site

DOI Learn

- [DOI Learn Log On](#)
- [DOI Learn Portal](#)

What's New ...

- [Definition of Roles](#)
- [DOI LEARN Accounts](#)
- [For Your Information](#)
- [New Federal Employees - Getting Started](#)
- [How to Host a Webinar That Wows **NEW**](#)

Need to know ...

- [FAQs](#)
- [How-To Tutorials](#)
- [Important Memos](#)
- [Browser Configurations](#)
- [Java Settings](#)
- [Workstation Requirements](#)

For more information

Please contact:
Email: oe ddoilearn@usgs.gov
Phone: 888-390-4447

Training-DOI Learn



DOI Learn Vision:

In collaboration with the Interior, empower all USGS employees to become efficient using the Learning Management System (LMS) and leverage system benefits to encourage individual responsibility for addressing training and development needs.

Live as if you were to die tomorrow. Learn as if you were to live forever. — Mahatma Gandhi

Training is everything. — Mark Twain "Pudd'nhead Wilson"

I never teach my pupils; I only attempt to provide the conditions in which they can learn. — Albert Einstein

It's all to do with the training: you can do a lot if you're properly trained. — Elizabeth II, Queen of Great Britain and Northern Ireland.

Quick Links

- [A to Z Subject Index](#)
- [Ask HRO Contacts](#)
- [Federal Employee ViewPoint Survey](#)
- [Mandatory Training](#)

Other Resources

- [DOI Public Home](#)
- [Office of Personnel Management \(OPM\)](#)
- [USGS Public Home](#)
- [@The Core - USGS Employee Intranet](#)





USGS Home
Contact USGS
Search USGS

Human Capital Services and Support

- Home
- Pay & Benefits
- Conflict Management
- Employee & Career Development
- Organization Development
- Performance, Conduct & Awards
- Staffing & Workforce
- Human Resources

Spotlight On...

- 2016 Online Course Proposal Announcement
- Host Webinars that Wow **NEW**
- Idea Lab
- No Fee-Skillsoft and Blended Learning Resources (BLR) Courses
- SES, SL, & ST Information
- USGS Careers
- USGS Course Catalog

USGS Guiding Principles

- Be Respectful
- Be Accountable
- Communicate
- Value Differences
- Encourage
- Focus
- Collaborate

[Read more...](#)

We Are USGS!



New Hire? Need to plan for the future? Find information on Helpful Pay & Benefits Links

Search USGS Human Capital Site

This site was designed to help you find the the USGS Human Capital information you need.

We welcome your comments and suggestions.



USGS Voluntary Early Retirement Authority (VERA)

» [Bureau VERA Information](#)

Customer Service Plan

» [Human Resources Office](#)

Hiring Freeze

» [Hiring Waiver Process 2015 Guidance **NEW**](#) (May 2015)

Serving the USGS Workforce

Quick Links

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Thank You

- Thanks for taking the time to learn about the DOI LEARN system. If you have more questions, you can visit our website at:
http://www.usgs.gov/humancapital/ecd/ecd_trainingdoi.html
- Above link, you will find: FAQ's, several power point slide shows for Help and How-to Tutorials, Internet Settings and Java Version Configurations, Clarifications on Roles and more.
- More detailed Learner/Supervisor training is also offered the 4th Thursday of every month via live webinar for 1.5 to 2 hours. Please search the Course Catalog for: doi learn upgrade introduction to register in advance and encourage your employees to attend a webinar please.

Any Questions?