

## Quick Reference Guide

DOI LEARN - the Department of the Interior (DOI) - Learning Management system offers “one-stop shopping” for DOI training. It tracks all training for every employee while providing personalized learning plans and dynamic reporting.

### Login

To launch DOI LEARN, open your browser and type the URL:

<https://DOILEARN.DOI.GOV>

You will need your user name and password to access the system. If you forget your password, you can select “I forgot my password” and a new password will be sent to you. If you do not have a password, please call the 24-hour Government Online Help Desk at 1-888-722-3647.

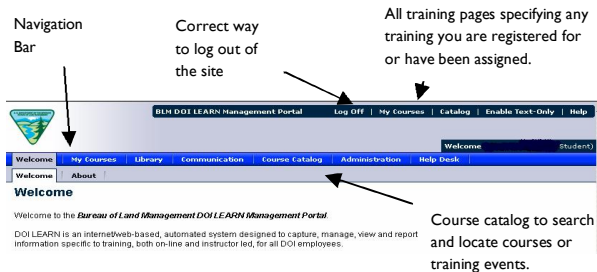
Welcome to the Department of the Interior's Learning Management System  
**DOI LEARN**

Please enter your User Name and Password to access the web site.

### Public Catalog Login



### Navigate



## Course Catalog

The Course Catalog allows all users to view the available courses. These courses can be located by either browsing through categories or searching using keywords and filters.

### Simple Search

On the Navigation bar, click on Course Catalog. In the **Keyword** text box, type the word to search.

This search will match the keyword to the Course Name, Vendor Name and Description.

Keep your search to single words for best results.

**Entire Catalog** will search all of the courses in the catalog.

Click the **Search** button to start your search.

**My Catalog** will search only special courses for which the user can register.

### Viewing Course Details

After searching, locate the course to view, Click:

**Course title** to view the details and reviews. Click the **Preview Schedule** button to match your schedule and location. (If available.) Select **View Roster** to view a roster for an instructor-led class. (If available.)

### Registering for a Course

1. After reviewing the course description, enter the estimated travel, per diem and materials cost. (Do not use the dollar sign (\$). These fields are required. Enter 0 if no cost is anticipated.
2. Identify who is funding your participation.
3. In the **Comments** text box, type the reason you are requesting this course. Click the **Apply** button.

If the message appears stating "You are already registered for this course" the system will not allow you to register again.

## My Courses

The My Courses page lists all of the courses and tasks for which a student is registered. To navigate to My Courses, click on 'My Courses' and then click the 'All Training' sub-tab.

### Viewing a List of Your Registered Courses

The following section(s) will be shown:

1. List of Online Registered Courses. To view your online courses, click the **Online Courses** sub-tab.
2. ILT Schedule. To view your classroom training, click the **Instructor-Led Courses** sub-tab.
3. To view the learning plans assigned to you, click the **Learning Plan** sub-tab.

### Online Courses

Click on:

**Course name** to launch an On-line Course.

**References** to display references.

**History** to display your status.

**Test** to display your status for the test and test scores.

**Survey(s)** to launch the course survey.

**Feedback** to rate the course.

**Completion Certificate** to print a certificate.

### Instructor Led Training

Click on **Class Name/Course Name** to view the details of the class.

### Options:

**Request to Drop** allows you to request to be dropped from this class.

**Test(s)** takes you to the **Testing** page.

**Survey(s)** takes you to the **Survey** page.

**View Conflicts** notifies you if this class conflicts with another class for which you are currently registered.

### Student Transcript

When you complete a course or test, your completion is recorded in your transcript.

1. Select the **Student Transcript** sub-tab.
2. From the **Report Format** drop-down, select the file format. (Spreadsheet, PDF, or Word processing.)
3. Click the **View Report** button.

## My Information

My Information allows you to view and modify your user profile. Information such as the name of your supervisor, phone number, email address and password can be changed here. To navigate to My Information, click on 'Administration' and then the 'My Information' sub-tab.

### Change Password

1. In the [Password](#) text box, type your new password.
2. In the [Confirm](#) text box, retype your new password.
3. Click the [Save](#) button.

### Edit User Profile

1. Update your information in the editable fields of your user profile.
2. If the information cannot be edited, please notify the Government Online Help Desk. (1-888-722-3647).
3. Click the [Save](#) button.

Note: Your supervisor on record approves your training request. Be sure this information stays current.

## My Plan

[My Plan](#) is a collection of learning plans that allow supervisors to assign curricula to students. Courses that are required may also be assigned to users such as mandatory training.

## Reports

Supervisors may run system reports for their employees. Reports are found under the [Administration](#) tab. Reports of interest include:

- [Course Analysis](#) Views students listing, status, completion.
- [Student Summary](#) Student's historical course information.
- [Student Transcript](#) Transcript details by student.
- [Survey Report](#) View student's evaluation of training.
- [Test Report](#) View student test results.
- [Usage](#) Reports on student's usage of the system.

[My Reports](#) may contain reports that are specific to programs or activities.

## Supervisors

### Approval Queue

Supervisors have the ability to review, approve, or deny student training requests using the [Approval Queue](#). When a student requests training the request will appear in the [Approval Queue](#) and the supervisor will receive an email stating the student requested training. The Supervisor should then approve or deny that request using the [Approval Queue](#). The [Approval Queue](#) is found by clicking on the [Course Catalog](#) tab and then the [Approval Queue](#) sub-tab.

### To Take Action on a Training Request

1. Locate the [Course Enrollment](#) in the list.
2. From the [View](#) drop-down, select [Search](#).
3. In the [Action](#) column, click the [Awaiting Approval](#) link for the selected course. You can only change enrollments with the [Awaiting Approval](#) action.
4. From the [Action Taken](#) drop-down, select the desired action.
5. In the [Responder Comments](#) text box, type the desired comment.
6. Select the [Payment Method](#) from the drop-down box if applicable. Click [Go](#).
7. Fill out the required fields of the payment information section.

### User Management

The [User Management](#) feature allows supervisors to search, assign users to courses, or maintain user information.

Click on:

[Edit](#) to edit the user's profile.

[Edit transcript](#) to view a transcript of courses and classes taken and to add extra transcript items.

[View Activity Log](#) shows when the user was logged into the site and for how long.

[Waivers](#) to manage course waivers.

[Learning Plan](#) to manage a user's learning plans.

## Technical Tips

Please contact your organization's IT Help Desk support group if you have any questions about any system settings. Best performance settings are:

### Browsers

Browser: Internet Explorer version 6.

JavaScript: Enabled

JavaScript Version: 1.5

Pop-up Blocker: Disabled

Cookies: Enabled

Set browser to **Check for newer versions of stored pages: Every time you start IE.**

### Plug-Ins

Java: Enabled

Flash: Enabled

Windows Media Player: Enabled

### Suggestions:

Do not launch IE from your Lotus Notes client.

Use Microsoft Internet Explorer and not Netscape.

Delete your cookies and temp files.

Do not close browser windows that may appear.

## Help Desk

For help, call 1-888-722-3647. The Government Online Help desk provides support 24 hours/day; 7days/week.

## Visitor Information

Visitors who do not have a login for the system are permitted to browse the open catalog and submit an enrollment for training by clicking on "Public Catalog Login".

Welcome to the Department of the Interior's Learning Management System  
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### Public Catalog Login



The screenshot shows a login form titled "Please Log On:". It contains the following fields and options:

- User Name: [text input box]
- Password: [text input box]
- Turn on 508 Compliance? with radio buttons for Yes and No (No is selected).
- A link: [I forgot my password](#)
- A "Log On >>" button.