

Classroom (ILT) Training Tutorial for Supervisors and/or Training Approval Officers

In this tutorial you will learn how to identify your students, register for DOI University Classroom (Instructor Lead Training {ILT}), register students, check approval status, approve training and manage external transcripts.

You may begin by accessing the DOI Learn website at <https://doilearn.doi.gov> as highlighted below.

The screenshot shows the DOI LEARN Management Portal Login page in a Microsoft Internet Explorer browser window. The address bar displays <https://doilearn.doi.gov/>. The page features the Department of the Interior's Learning logo and the text "DOI LEARN". Below the logo, it says "Please Log On:" and provides fields for "User Name" (containing "dbullock") and "Password" (masked with dots). There is a checkbox for "Turn on 508 Compliance?" with "Yes" and "No" radio buttons. A link "I forgot my password" is also present. A "Log On >>" button is at the bottom of the login form. To the left of the login form, there is a small box with contact information for the DOI Learn Helpdesk. To the right, there are links for "Privacy Policy" and "Accessibility". At the bottom center, there is a purple pyramid logo with the text "DOI LEARN" and "Exceptional Development for GREAT DOI Employees".

If you experience any problems with your initial login, please contact the DOI Learn Helpdesk at 888-722-3647 for assistance. Please remember that you must have received your user information prior to accessing the DOI Learn system.

Log On to the DOI Learn system using the user name and password you created upon initial log on.

Remember, in order to access DOI University's Classroom Training you must first complete the initial set-up process, as outlined in the initial setup tutorials.

To avoid technical difficulties while using the DOI LEARN application, please refer to this [browser settings document](#), to adjust your browser settings.

Click Log On to access your account.

If you need assistance, and/or login instructions, contact GeoLearning at: govsupport@doilearning.com or (888) 722-3647

National Business Center/DOI University DOI LEARN Management Portal : Administration - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://doilearn.doi.gov/training/newuserforms/index.cfm?userid=650738&fuseaction=home.edituser&roomaction=myinfo>

National Business Center/DOI U... Add Tab

IncrediGames Shopmania Featured Games My Games Magic Match Sale

U.S. Department of the Interior National Business Center DOI UNIVERSITY Value in Learning

NBC/DOIU DOI LEARN Management Portal Log Off My Courses Catalog Enable Text-Only Help

Welcome DELORES BULLOCK (Student)

Welcome My Courses Library Communication Course Catalog Administration Help Desk

About My Information My Preferences User Management Reports

Edit User Profile

User Name dbullock

Password Confirm

All passwords (except auto-generated passwords) must follow these rules

- At least 8 characters in length, with a maxlength of 64 characters.
- At least 1 number
- At least 1 special character

First Name DELORES Last Name BULLOCK Middle Initial M

Email Address delores_m_bullock@nbc.gov

Office Phone Ext. (if applicable)

Mailing Address

Mail

Job Series [3301]

Upon log on, you must first add your students if you haven't already done so. As a supervisor and/or as a training approval official, to register and approve training you must be identified as the supervisor in the DOI Learn system.

First, click on the **Administration** tab, then the **My Information** tab to edit your profile.

PLEASE NOTE: DO NOT MODIFY ANY OTHER FIELD IN THIS SECTION EXCEPT THE FIELDS IDENTIFIED IN THIS TUTORIAL.

Next, scroll down to the bottom of the page using your mouse.

Entry on Management

Contractor Name

Special Needs

Group none

Student's Supervisors -- Assigned Supervisors --
ALLAN, ROSS
VELTKAMP, ROBERT

Approves Training ☒ yes ☐ no

Receive Supv Email? ☒ yes ☐ no

Supervisor's Students -- Assigned Students --
TEST, NBCUser
TEST, NBCUser2
TEST, NBCUser3
Tester, Network

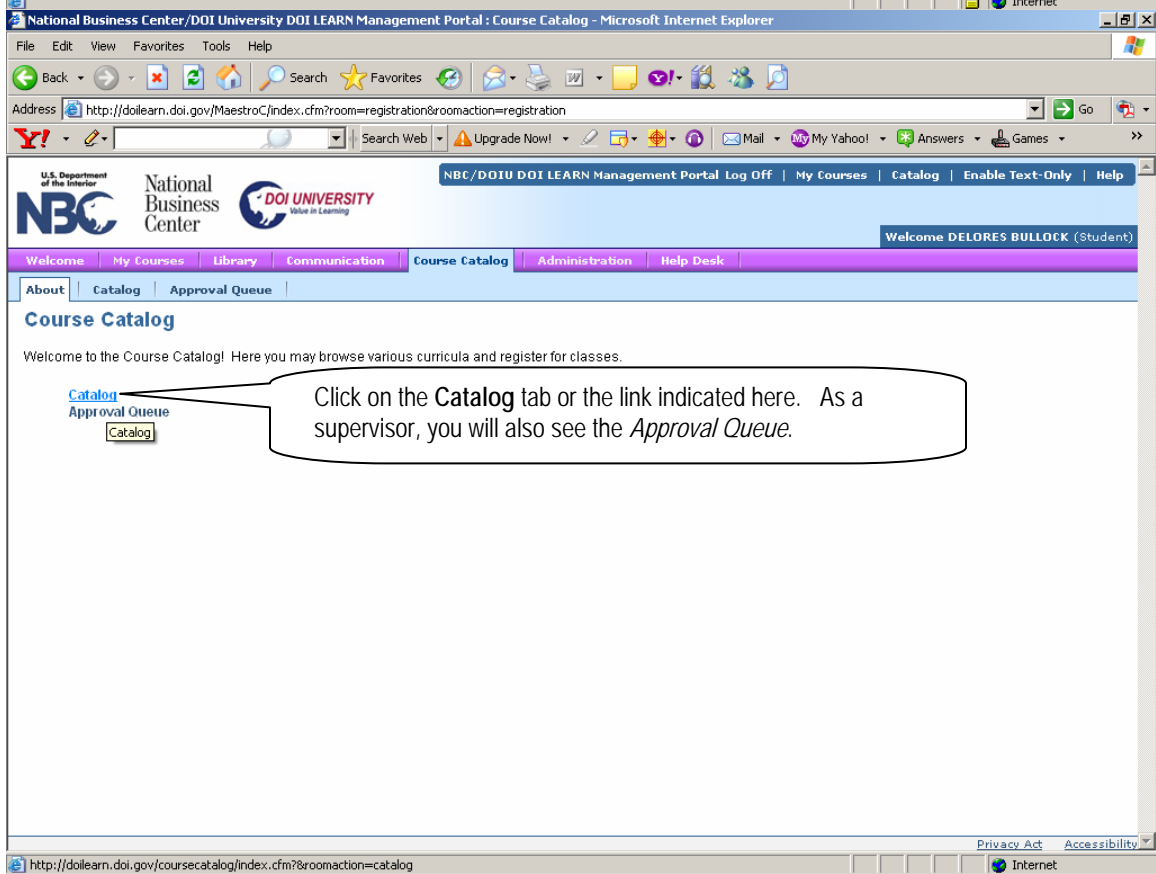
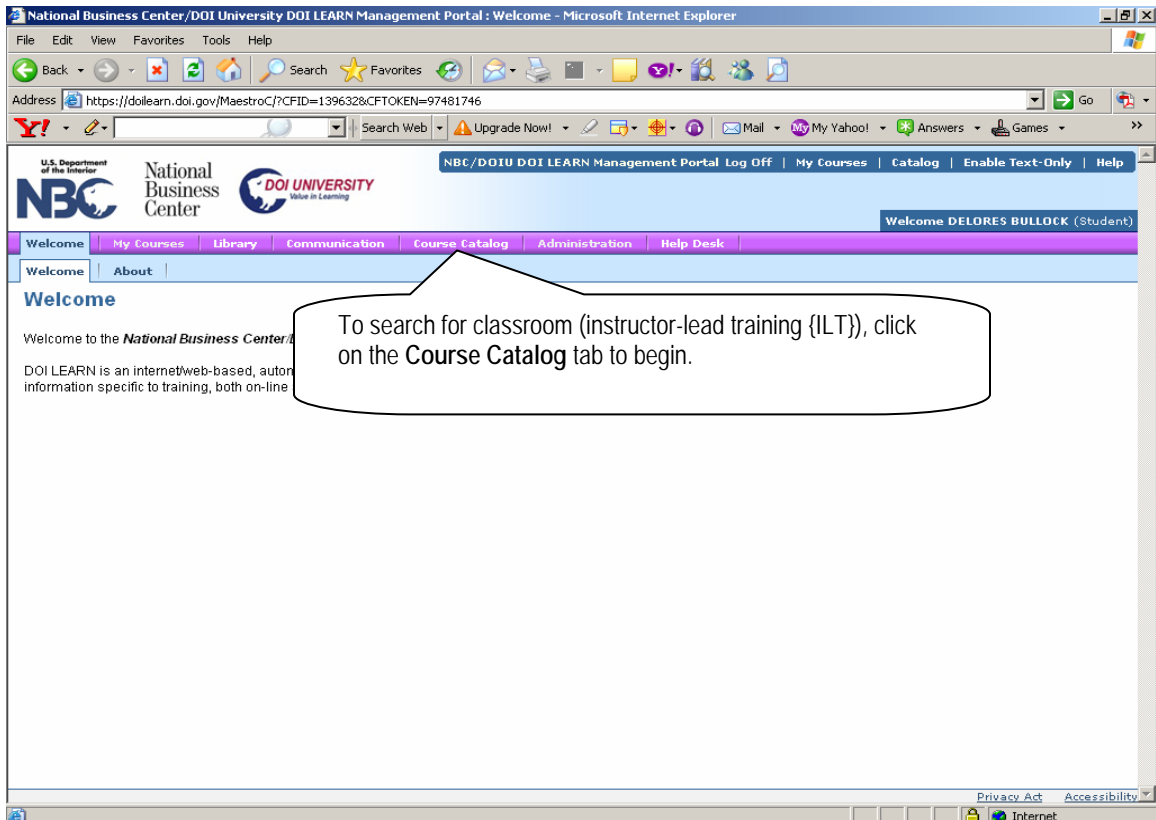
Status Active

*-Indicates a required field.

Reset Save

Locate the **Approves Training** field and select yes to approve training and yes in the **Receives Supv Email** to receive email notifications of student requests. If you do not have the **Supervisor's Students** section, you save first then scroll back down. However, if you do have the **Supervisor's Students** section, Click the Plus (+) button to add the students as identified in the *Initial Logon Tutorial for Supervisors* located at <http://www.doiu.nbc.gov/doilearn/>. The search criteria window will allow you to search for employee using any of the **Search Criteria** fields. To narrow your search, use multiple fields. To search for groups of employees enter the **Org Code**. Then click the **Search** button. You can either select the employees you want from this list individually or you can select them all at one time.

To select all the employees at once, click on the first name, hold down your **Shift** key and click on the last employee in the list to highlight everyone. To select a few in the list not in sequential order, please click and hold the **CTRL** key and select employees as appropriate. To select one, just click on their name. Then click the **Add Users** button.



National Business Center/DOI University DOI LEARN Management Portal : Course Catalog - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail News RSS Feeds

Address http://doilearn.doi.gov/coursecatalog/index.cfm?roomaction=catalog Go

Search Web Upgrade Now! Mail My Yahoo! Answers Games

NBC/DOIU DOI LEARN Management Portal Log Off My Courses Catalog Enable Text-Only Help

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Welcome DELORES BULLOCK (Student)

Welcome My Courses Library Communication Course Catalog Administration Help Desk

About Catalog Approval Queue

NBC/DOIU DOI LEARN Course Catalog

Search

My Catalog Entire Catalog

Legend:

- Instructor-led Course
- Online Course

Search Results Displaying records 1 - 10 of 373 - Page 1

<< First < Previous 1 2 3 4 5 6 Next > Last >>

2006 Federal Information Systems Security Awareness **FEATURED COURSE**

Training Type: Online Training
Vendor Information: DOI University (1594)
Duration: 60 minutes
Description: This course was designed specifically for users of the Department of the Interior (DOI) Federal computer systems. This Web-based training product expl...[more]

Introduction to the Freedom of Information Act (FOIA) **FEATURED COURSE**

Training Type: Online Training
Vendor Information: Bureau of Land Management

Done Internet

National Business Center/DOI University DOI LEARN Management Portal : Course Catalog - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail News RSS Feeds

Address http://doilearn.doi.gov/ CourseCatalog/index.cfm?fuseaction=advancedsearch Go

Search Web Upgrade Now! Mail My Yahoo! Answers Games

NBC/DOIU DOI LEARN Management Portal Log Off My Courses Catalog Enable Text-Only Help

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Welcome DELORES BULLOCK (Student)

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About Catalog Approval Queue

NBC/DOIU DOI LEARN Course Catalog

Keyword: Occurrence in: Any

Training Type: ☒ All ☐ Online ☐ Instructor Led

Instructor Led Course Filters

Location: Any Location

Instructor: Any Instructor

Bureau: Any Bureau

Vendor: Any Vendor

Date Range: ☐ 30 days ☐ 60 days ☐ 90 days ☒ All days

Sort: ☒ by Popularity ☐ Alphabetically by Course Name

Search in: ☐ My Catalog ☒ Entire Catalog

Search

Basic Search Browse Catalog

In the **Advanced Search** section, you can search by **Keywords**, **Occurrence**, **Training Type**, **Location**, **Instructor**, **Bureau** (sponsoring bureau), **Vendor** (for example, *DOI University*) and date range. You may also sort *by Popularity* and *Alphabetically by course name* in the **My Catalog** or the **Entire Catalog**.

Privacy Act Accessibility

Internet

National Business Center/DOI University DOI LEARN Management Portal : Course Catalog - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://doilearn.doi.gov/CourseCatalog/index.cfm?fuseaction=advancedsearch

Search Web Upgrade Now! Mail My Yahoo! Answers Games

NBC/DOI University DOI LEARN Management Portal Log Off My Courses Catalog Enable Text-Only Help

Welcome DELORES BULLOCK (Student)

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About Catalog Approval Queue

NBC/DOI University DOI LEARN Course Catalog

Keyword: Occurrence in: Any

Training Type: ☐ All ☐ Online ☒ Instructor Led

Instructor Led Course Filters

Location: Any Location

Instructor: Any Instructor

Bureau: Any Bureau

Vendor: Any Vendor

Date Range: ☐ 30 days ☐ 60 days ☐ 90 days ☒ All days

Sort: ☒ by Popularity ☐ Alphabetically by Course Name

Search in: ☐ My Catalog ☒ Entire Catalog

Search

Basic Search
Browse
Catalog

To perform a search by Vendor, select the down arrow indicated here.

National Business Center/DOI University DOI LEARN Management Portal : Course Catalog - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://doilearn.doi.gov/CourseCatalog/index.cfm?fuseaction=advancedsearch

Search Web Upgrade Now! Mail My Yahoo! Answers Games

NBC/DOI University DOI LEARN Management Portal Log Off My Courses Catalog Enable Text-Only Help

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About Catalog Approval Queue

NBC/DOI University DOI LEARN Course Catalog

Keyword: Robert H. Arney "Oldfield"

Training Type: ☐ All ☐ Online ☒ Instructor Led

Instructor Led Course Filters

Location: RSI Corporation

Instructor: SEI - Software Engineering Ins

Bureau: Shipley Associates

Vendor: Social Ecology Associates

Date Range: ☐ 30 days ☐ 60 days ☐ 90 days ☒ All days

Sort: ☒ by Popularity ☐ Alphabetically by Course Name

Search in: ☐ My Catalog ☒ Entire Catalog

Search

Basic Search
Browse
Catalog

The vendor list is not entirely in alphabetical order; therefore, you can type the first initial of the desired Vendor, for example "d" for DOI University and keep pressing until you get your vendor.

Then Click on the Search button to begin the search.

National Business Center/DOI University DOI LEARN Management Portal : Course Catalog - Microsoft Internet Explorer

Address: http://doilearn.doi.gov/CourseCatalog/index.cfm

Welcome DELORES BULLOCK (Student)

NBC/DOIU DOI LEARN Course Catalog

Keyword: Occurrence in:

Training Type: ☐ All ☐ Online ☒ Instructor Led

Instructor Led Course Filters

Location:

Instructor:

Bureau:

Vendor:

Date Range: ☐ 30 days ☐ 60 days ☐ 90 days ☒ All days

Sort: ☒ by Popularity ☐ Alphabetically by Course Name

Search in: ☐ My Catalog ☒ Entire Catalog

Legend:

- ☒ Instructor-led Course
- ☐ Online Course

Search Results

There is no training that matches your search criteria.

To Browse the Catalog, click on the link indicated here.

Basic Search
Browse Catalog

Your results will be displayed below.

http://doilearn.doi.gov/CourseCatalog/index.cfm?fuseaction=basicsearch

National Business Center/DOI University DOI LEARN Management Portal : Course Catalog - Microsoft Internet Explorer

Address: http://doilearn.doi.gov/CourseCatalog/index.cfm?fuseaction=browse

Welcome DELORES BULLOCK (Student)

NBC/DOIU DOI LEARN Course Catalog

☐ My Catalog ☒ Entire Catalog

Categories

- Acquisition & Contracting
- Business Administration & Financial Management
- Communications
- Cultural Resources
- Engineering Facilities Management
- Environmental Regulations and Planning
- Human Resources
- Information Technology
- Internships, Certifications, and Special Programs
- Law Enforcement
- Natural Resource Management
- Online Training Course
- Orientation
- Outreach and Public Affairs
- Safety
- Supervision & Leadership
- Trust Responsibilities
- Visitor Use

The Browse Catalog search criteria allow you to search by Category as indicated here.

Advanced Search
Browse Catalog

National Business Center/DOI University DOI LEARN Management Portal : Course Catalog - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Reload Print Mail News RSS Feeds

Address http://dollearn.doi.gov/CourseCatalog/index.cfm

Search Web Upgrade Now! Mail My Yahoo! Answers Games

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About Catalog Approval Queue

NBC/DOIU DOI LEARN Course Catalog

doiui Search

Advanced Search
Browse Catalog

☐ My Catalog ☒ Entire Catalog

Legend:

- Instructor-led Course
- Online Course

Search Results Displaying records 1 - 10 of 47 - Page 1 of 5

<< First < Previous 1 2 3 4 5 Next > Last >>

2006 Federal Information Systems Security Awareness **FEATURED COURSE**
Training Type: Online Training
Vendor Information: DOI University (1594)
Duration: 60 minutes
Description: This course was designed specifically for users of the Department of the Interior (DOI) Federal computer systems. This Web-based training product expl...[more]

Records Management Awareness **FEATURED COURSE**
Training Type: Online Training
Vendor Information: DOI University (1511)
Duration: 60 minutes

As indicated here, you may search by any keyword for classes or courses associated with those criteria.

Done

National Business Center/DOI University DOI LEARN Management Portal : Course Catalog - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Reload Print Mail News RSS Feeds

Address http://dollearn.doi.gov/CourseCatalog/index.cfm

Search Web Upgrade Now! Mail My Yahoo! Answers Games

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About Catalog Approval Queue

NBC/DOIU DOI LEARN Course Catalog

doiui test Search

Advanced Search
Browse Catalog

☐ My Catalog ☒ Entire Catalog

Legend:

- Instructor-led Course
- Online Course

Search Results Displaying records 1 - 1 of 1 - Page 1 of 1

DOIUI Test Course
Training Type: Instructor Led Training
Vendor Information: DOI University ()
Duration:
Description: TEST

As indicated here, a search of the actual class name was performed. You may click on the class name to begin the registration process.

National Business Center/DOI University DOI LEARN Management Portal : Course Catalog - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Mail My Yahoo! Answers Games

Address http://dollearn.doi.gov/training/classsscheduler/index.cfm?Fuseaction=Home.CourseDetails&intCSCourseID=1504&AddPopularity=1 Go

Search Web Upgrade Now! Mail My Yahoo! Answers Games

NBC/DOI University DOI LEARN Management Portal Log Off My Courses Catalog Enable Text-Only Help

Welcome DELORES BULLOCK (Student)

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About Catalog Approval Queue

Class Details:

Class: DOIU-20060911-12-TEST
Course: DOIU Test Course
Course Code: NBC/DOIU-TEST-01
Course Description: TEST
Categories: Visitor Use
Course Objectives:
Target Audience:
Course Tuition: \$0.00
Class Dates: 09/11/2006 - 09/12/2006 M Tu
Classroom (Location): DOIU Computer Training Room 4352 (Washington, D.C. Leadership and Performance Center)
Primary Contact: Name: DOIU Online
Email: doiuonline@nbc.gov
Phone:
Secondary Contact: Not Available
Other Contact: Not Available
Students Registered: 0 of 10
Prerequisites: None
Estimated Travel Costs:
Estimated Per Diem Costs:
Estimated Materials Costs:

Next, you will receive the Class Details page. This page will include information pertinent to the class itself. Please scroll down upon review.

(3 items remaining) Downloading picture http://dollearn.doi.gov/MaestroC/images/GUI/gradient_NBCDOI.gif... Internet

National Business Center/DOI University DOI LEARN Management Portal : Course Catalog - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Mail My Yahoo! Answers Games

Address http://dollearn.doi.gov/training/classsscheduler/index.cfm?Fuseaction=Home.CourseDetails&intCSCourseID=1504&AddPopularity=1 Go

Search Web Upgrade Now! Mail My Yahoo! Answers Games

Course: DOIU Test Course
Course Code: NBC/DOIU-TEST-01
Course Description: TEST
Categories: Visitor Use
Course Objectives:
Target Audience:
Course Tuition: \$0.00
Class Dates: 09/11/2006 - 09/12/2006 M Tu
Classroom (Location): DOIU Computer Training Room 4352 (Washington, D.C. Leadership and Performance Center)
Primary Contact: Name: DOIU Online
Email: doiuonline@nbc.gov
Phone:
Secondary Contact: Not Available
Other Contact: Not Available
Students Registered: 0 of 10
Prerequisites: None
Estimated Travel Costs:
Estimated Per Diem Costs:
Estimated Materials Costs:
Who's Funding:
Agency
Employee
Combination

Please enter "0" in the Estimated Travel Costs, Estimated Per Diem Costs, and Estimated Materials Costs as indicated here if the information is not relevant.

Next indicate, Who's Funding by clicking the down arrow as appropriate.

Done Internet

National Business Center/DOJ University DOJ LEARN Management Portal : Course Catalog - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://dollearn.doi.gov/training/classsscheduler/index.cfm?Fuseaction=Home.CourseDetails&intCSCourseID=1504&AddPopularity=1

Primary Contact: Name: DOJU Online
Email: doiuonline@nbc.gov
Phone:

Secondary Contact: Not Available
Other Contact: Not Available

Students Registered: 0 of 10
Prerequisites: None

*Estimated Travel Costs:

*Estimated Per Diem Costs:

*Estimated Materials Costs:

*Who's Funding: Agency

Comments:

Back Apply

*.Denotes a required field.

Upon completion of any comments, click the **Apply** button to submit the application to the training.

Done Privacy Act Accessibility

National Business Center/DOJ University DOJ LEARN Management Portal : Course Catalog - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://dollearn.doi.gov/training/classsscheduler/index.cfm?Fuseaction=Home.CourseDetails&intCSCourseID=1504&intClassID=1709&calendarview=1&AddPopularity=1&Mess

Welcome DELORES BULLOCK (Student)

Welcome | My Courses | Library | Communication | Course Catalog | Administration | Help Desk

About | Catalog | Approval Queue

Class Details:

Class: DOJU-20060911-12-TEST
Course: DOJU Test Course
Course Code: NBC/DOJU-TEST-01
Course Description: TEST
Categories: Visitor Use
Course Objectives:
Target Audience:
Course Tuition: \$0.00
Class Dates: 09/11/2006 - 09/12/2006 M Tu
Classroom (Location): DOJU Computer Training Room
Primary Contact: Name: DOJU Online
Email: doiuonline@nbc.gov
Phone:
Secondary Contact: Not Available
Other Contact: Not Available
Students Registered: 0 of 10
Prerequisites: None

Back

*.Denotes a required field.

Upon submission, you will receive a message indicating, "You have a request for this course awaiting approval."

You have a request for this course awaiting approval.

National Business Center/DOI University DOI LEARN Management Portal : Course Catalog - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://doilearn.doi.gov/training/classscheduler/index.cfm?Fuseaction=Home.CourseDetails&intCSCourseID=1504&intClassID=1709&calendarview=1&AddPopularity=1&Mess Go

Search Web Upgrade Now! Mail My Yahoo! Answers Games

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Welcome **DELORES BULLOCK (Student)**

Welcome My Courses Library Communication **Course Catalog** Administration Help Desk

About Catalog **Approval Queue**

Class Details:

Class: DOIU-20060911-TEST
Course: DOIU Test Course
Course Code: NBC/DOIU-TEST-01
Course Description: TEST
Categories: Visitor Use
Course Objectives:
Target Audience:
Course Tuition: \$0.00
Class Dates: 09/11/2006 - 09/12/2006 M Tu
Classroom (Location): DOIU Computer Training Room 4352 M
Primary Contact: **Name:** DOIU Online
Email: doiuonline@nbc.gov
Phone:
Secondary Contact: Not Available
Other Contact: Not Available
Students Registered: 0 of 10
Prerequisites: None

You have a request for this course awaiting approval.

*.Denotes a required field.

You have just completed applying for a class in the DOI Learn system. You may now go to your **My Courses** section to view the status of your request. If the class is no approval necessary, it will appear once you have been enrolled. If not, your approval request will go in the **Approval Queue** for supervisory/training approval officer approval. You will receive an email indicating your request and your registration once approved.

Privacy Act Accessibility

http://doilearn.doi.gov/approval/index.cfm?roomaction=geoapproval&subtab=Approval Queue


Course Registration Request - Lotus Notes

File Edit View Create Actions Help

Address

Welcome Delores M Bullock - Inbox X Course Registration Request X

New Memo Reply Reply To All Forward Delete Follow Up Folder Copy Into New Chat Tools

 **govsupport@geolearning.com**
09/08/2006 11:26 AM

To: Delores M Bullock/NBC/OS/DOI@DOI
cc: Robert J Veltkamp/NBC/OS/DOI@DOI
bcc:
Subject: Course Registration Request

This e-mail was sent from a "send-only" account. Do not reply to this email. This email was automatically generated.

This message is to inform you that DELORES BULLOCK has requested registration for the following course:

Course Name: DOIU Test Course
Class Name: DOIU-20060911-12-TEST

As the applicant, you will receive an email for your **Course Registration Request** identifying the course name and class name indicated here. Please note you supervisor/training approval officer will receive this email as well.

Disconnected Office


Course Approval Request Response - Lotus Notes

File Edit View Create Actions Help

Address

Welcome Delores M Bullock - Inbox Course Approval Request...

New Memo Reply Reply To All Forward Delete Follow Up Folder Copy into New Chat Tools

 **Ross Allan/NBC/OS/DOI@DOI**
09/12/2006 01:22 PM

To: Delores M Bullock/NBC/OS/DOI@DOI
cc: Robert J Veltkamp/NBC/OS/DOI@DOI, Ross Allan/NBC/OS/DOI@DOI
bcc:
Subject: Course Approval Request Response

This e-mail has been automatically generated from a "send-only" account, please do not reply to this email. Thank you for using DOI LEARN!

This message is to inform you that the request from DELORES BULLOCK (delores_m_bullock@nbc.gov) was approved by ROSS ALLAN (rallan)

Course: DOIU Test Course
Class: DOIU-20060911-12-TEST

Upon approval, you will receive the **Course Approval Request Response** email indicating approval of request.

1669 unread document(s) remaining

National Business Center/DOI University DOI LEARN Management Portal: My Courses - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Home Mail Print Wordpad Yahoo! Messenger

Address http://doilearn.doi.gov/training/mycourses/dsp_displaycs.cfm?displaytype=ilt&roomaction=ilt

Y! Search Mail My Yahoo! Answers Games Fantasy Sports

NBC/DOIU DOI LEARN Management Portal Log Off My Courses Catalog Enable Text-Only Help

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Welcome DELORES BULLOCK (Student)

Welcome My Courses Library Communication Course Catalog Administration Help Desk

About Online Courses Instructor-led Courses Learning Plan All Training Reference Student Transcript Notes

ILT Schedule For: DELORES BULLOCK

#	Class Name/Course Name	Dates	Time	Days	Options
1.	DOIU-20060911-12-TEST DOIU Test Course	09/11/2006 - 09/12/2006	8:30 AM - 3:30 PM	M Tu	Request to Drop > Print SF-182 >

Legend:
 Certification Course

To verify registration, you may click on the **My Courses** tab then the **Instructor-Led Courses** tab to verify registration in the class.

Privacy Act Accessibility

Done Internet

National Business Center/DOI University DOI LEARN Management Portal : Administration - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites RSS Mail My Yahoo! Answers HotJobs Games Music

Address http://doilearn.doi.gov/MaestroC/index.cfm?room=administration&roomaction=administration

Search Web

NBC/DOIU DOI LEARN Management Portal Log Off | My Courses | Catalog | Enable Text-Only | Help

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Welcome DELORES BULLOCK (Student)

Welcome | My Courses | Library | Communication | Course Catalog | Administration | Help Desk

About | My Information | My Preferences | User Management | Reports

Administration

In this office, registered administrators can access the User Management System and students may change their password.

My Information
My Preferences
User Management
Reports

To register your employees and/or students for training, select the **Administration** tab then User Management.

Privacy Act Accessibility

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File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites RSS Mail My Yahoo! Answers HotJobs Games Music

Address https://doilearn.doi.gov/training/newuserforms/index.cfm?fuseaction=home.SelectUser&roomaction=users

Search Web

NBC/DOIU DOI LEARN Management Portal Log Off | My Courses | Catalog | Enable Text-Only | Help

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Welcome DELORES BULLOCK (Student)

Welcome | My Courses | Library | Communication | Course Catalog | Administration | Help Desk

About | My Information | My Preferences | **User Management** | Reports

User Management

Search Criteria:

Email:

First Name:

Last Name:

User Name:

User Type: Search All

User Grouping: Search All

Bureau: Search All

Org Code:

State: Search All

Options:

[Assign Multiple Users to an OLT Course](#)
[Assign Multiple Users to an ILT Course](#)

To register more than one student in a class, (ILT – Instructor Led Course), click on the link **Assign Multiple Users to an ILT Course** link to begin.

Privacy Act Accessibility

National Business Center/DOI University DOI LEARN Management Portal : Administration - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address <https://doilearn.doi.gov/training/classscheduler/admin/index.cfm?Fuseaction=Home.MultipleStudentRegistration> Go

Search Web Search Mail My Yahoo! Answers HotJobs Games Music

NBC/DOIU DOI LEARN Management Portal Log Off My Courses Catalog Enable Text-Only Help

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Welcome DELORES BULLOCK (Student)

Welcome My Courses Library Communication Course Catalog Administration Help Desk

About My Information My Preferences User Management Reports

Classroom Scheduler

Multiple Student Registration
Course: -- Select a course --

Classroom Scheduler appears with the Multiple Student Registration option. Click on the down-arrow to select the course.

Done Privacy Act Accessibility

National Cultural Resources Overview
Cumulative Effects Assessment
Data Analysis I: Statistical Concepts and Procedures
Data Analysis II: Statistical Techniques
Data Flux Enterprise Data Quality Tool
Data Management for Data Stewards
Dealing With Difficult Customers
Dealing With Troubled Employees
Decision Analysis for Natural Resources Management
Decisions, Appeals and Hearings
Defensive Driving - BLM Idaho
Defensive Driving - BLM/NIFC Idaho
Defensive Driving / 4x4 Operation - Oregon BLM
Defensive Driving Refresher - Oregon BLM
Defensive Driving Training
Delegating
Delivering Customer-Focused Service
Designing & Delivering A Training Session
Designing Successful Forest Restoration & Fuels Reduction Projects
Developing & Working With Friends Groups
Developing Festivals & Special Events
Developing Performance Goals & Standards
Digital Imaging Fundamentals for Resource Conservation
Discrimination and Whistleblowing in the Workplace
District Radio Use Procedures and Operations - Oregon BLM
Diversity Awareness
Diversity Training SLT
Do Whats Right: Leadership and Professionalism
DOI LEARN Admin Training
DOIU Test Course

lorer

Off My Courses Catalog Enable Text-Only Help

Welcome DELORES BULLOCK (Student)

You may scroll down to the desired course or click the first alphabet of the desired course until you get to the course. Highlight the desired course as indicated here to select.

Done Privacy Act Accessibility

National Business Center/DOI University DOI LEARN Management Portal : Administration - Microsoft Internet Explorer

Address: https://doilearn.doi.gov/training/classsscheduler/admin/index.cfm

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NBC/DOIU DOI LEARN Management Portal Log Off | My Courses | Catalog | Enable Text-Only | Help

Welcome DELORES BULLOCK (Student)

Home | My Courses | Library | Communication | Course Catalog | Administration | Help Desk

About | My Information | My Preferences | User Management | Reports

Classroom Scheduler

Multiple Student Registration

Course: DOIU Test Course

Class: Albuquerque Test Class

Primary Contact: Albuquerque Test Course 9/14/06 by or 5053462768
Secondary Contact: Denver Test Sept. 18 bc.gov or 3039695426

Search Criteria:

Email:

First Name:

Last Name:

User Name:

User Grouping: Search All

Bureau: Search All

Org Code:

State: Search All

Search

This will open the Multiple Student Registration form for the desired course. First, click on the down-arrow to view the class options and simply highlight your desired class.

National Business Center/DOI University DOI LEARN Management Portal : Administration - Microsoft Internet Explorer

Address: https://doilearn.doi.gov/training/classsscheduler/admin/index.cfm?Fuseaction=Home.MultipleStudentRegistration&intCSCourseID=1504&intClassID=1782&Criteria=ALL&Email=

Multiple Student Registration

Course: DOIU Test Course

Class: Albuquerque Test Class

Primary Contact: Linda Romero (linda_g_romero@nbc.gov or 5053462768)
Secondary Contact: Katherine Bond (katherine_m_bond@nbc.gov or 3039695426)

Search Criteria:

Email:

First Name:

Last Name:

User Name:

User Grouping: Search All

Bureau: National Business Center

Org Code:

State: Search All

Search

Max Students: 15

Not Registered:

- TEST, NBCUser (-)
- TEST, NBCUser2 (-)
- TEST, NBCUser3 (-)
- Testster, Network (-)
- Testuser6, NBC (-)
- User, DOIU (-)

Registered:

Select Students to Register/Un-Register

Next, perform a search by Bureau, org code or name. The system will only provide you information on your identified student's. Below is an illustration of the Not Registered and Registered students in this class who have provided the system your supervisory information.

National Business Center/DOI University DOI LEARN Management Portal : Administration - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://doilearn.doi.gov/training/classsscheduler/admin/index.cfm?Fuseaction=Home.MultipleStudentRegistration&intCSCourseID=1504&intClassID=1782&Criteria=ALL&Email=

Bureau: National Business Center

Org Code:

State: Search All

Search

Max Students: 15

Not Registered:

- TEST, NBCUser (-)
- TEST, NBCUser2 (-)
- TEST, NBCUser3 (-)
- Tester, Network (-)
- Testuser8, NBC (-)
- User, DOIU (-)

Registered:

To select all the employees at once, click on the first name, hold down your **Shift** key and click on the last employee in the list to highlight everyone. To select a few in the list not in sequential order, please click and hold the **CTRL** key and select employees as appropriate. To select one, just click on their name. Then scroll down the screen to update the students. To register the students, ensure that the **Status:** indicates Registered, then click on the Update Students button.

Status: Registered

Choose Drop Reason: -- Select a Drop Reason --

Update Students

Done

National Business Center/DOI University DOI LEARN Management Portal : Administration - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://doilearn.doi.gov/training/classsscheduler/admin/index.cfm?Fuseaction=Home.MultipleStudentRegistration&intCSCourseID=1504&intClassID=1782&vchMessage=%20F

NBC/DOIU DOI LEARN Management Portal Log Off | My Courses | Catalog | Enable Text-Only | Help

Welcome DELORES BULLOCK (Student)

Welcome | My Courses | Library | Communication | Course Catalog | Administration | Help Desk

About | My Information | My Preferences | User Management | Reports

Classroom Scheduler

Registrations updated.

Multiple Student Registration

Course: DOIU Test Course

Class: Albuquerque Test Class

Primary Contact: Linda Romero (linda_g_romero@nbc.gov or 5053462768)
Secondary Contact: Katherine Bond (katherine_m_bond@nbc.gov or 3039695426)

Search Criteria:

Email:

First Name:

Last Name:

User Name:

User Grouping: Search All

Bureau: National Business Center

Org Code:

State: Search All

Search

Your registration has been updated. Please scroll down to verify registered students.

National Business Center/DOI University DOI LEARN Management Portal : Administration - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://doilearn.doi.gov/training/classsscheduler/admin/index.cfm?Fuseaction=HomePrintableStudentRegistration&intCSCourseID=1504&intClassID=1782&vchMessage=%20F> Go

User Name:

User Grouping: Search All

Bureau: National Business Center

Org Code:

State: Search All

Search

Max Students: 15

Not Registered:

- TEST, NBCUser2 (-)
- Tester, Network (-)
- Testuser8, NBC (-)

Registered:

- TEST, NBCUser (-)
- TEST, NBCUser3 (-)
- User, DOIU (-)

Status: Registered

Choose Drop Reason: -- Select a Drop Reason --

Update Students

As indicated here, the students have been registered and you may also drop students if necessary, by first highlighting the desired students to drop, then selecting a **Choose Drop Reason**, then the Update Students button to update the registration status.

National Business Center/DOI University DOI LEARN Management Portal : Course Catalog - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://doilearn.doi.gov/MaestroC/index.cfm?room=registration&roomaction=registration> Go

NBC/DOIU DOI LEARN Management Portal Log Off | My Courses | Catalog | Enable Text-Only | Help

Welcome DELORES BULLOCK (Student)

Welcome | My Courses | Library | Communication | **Course Catalog** | Administration | Help Desk

About | Catalog | Approval Queue

Course Catalog

Welcome to the Course Catalog! Here you may browse various curricula and register for classes.

[Catalog](#)

[Approval Queue](#)

[Approval Queue](#)

To approve the student, go to **Course Catalog**, then **Approval Queue** to approve/deny and/or pay for the requested training.

Privacy Act Accessibility

<http://doilearn.doi.gov/approval/index.cfm?roomaction=geoapproval> Internet

National Business Center/DOI University DOI LEARN Management Portal : Course Catalog - Approval - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Internet Options

Address <https://doilearn.doi.gov/approval/index.cfm?fuseaction=viewqueue&Criteria=ALL&Email=&firstname=&lastname=&username=bullock&intStudentGroupingID=ALL&intAgencyCode=> Go

Links Windows Marketplace

U.S. Department of the Interior
NBC National Business Center
DOI UNIVERSITY Value in Learning

NBC/DOIU DOI LEARN M

Welcome My Courses Library Communication **Course Catalog** Administration Help Desk

About Catalog **Approval Queue**

Approval Queue

Search Criteria:

Email:

First Name:

Last Name:

User Name:

User Grouping:

Bureau:

Org Code:

State:

View:

You may perform a search for a specific student or view all requests that are awaiting approval. You may scroll over to view the tuition, class dates, etc. To continue, under **Action** header click on the **Awaiting Approval** link to begin the approval process.

Displaying records 1 - 1 of 1 - Page 1 of 1

No.	Request Date	User	Action	Org Code	Org Name	Type	Class Dates	Course
1.	09/28/2006	BULLOCK, DELORES (delores_m_bullock@nbc.gov)	Awaiting Approval	60266241	ONLINE COURSEWARE DEVELOPMENT BRANC	ILT	09/29/2006 - 09/29/2006	DOIU Test C

Done Internet

National Business Center/DOI University DOI LEARN Management Portal : Course Catalog - Approval - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Internet Options

Address <https://doilearn.doi.gov/approval/index.cfm?fuseaction=viewqueue&Criteria=ALL&Email=&firstname=&lastname=&username=bullock&intStudentGroupingID=ALL&intAgencyCode=> Go

Links Windows Marketplace

U.S. Department of the Interior
NBC National Business Center
DOI UNIVERSITY Value in Learning

Welcome My Courses Library Communication **Course Catalog** Administration Help Desk

About Catalog **Approval Queue**

Approval Queue

User: BULLOCK, DELORES
(delores_m_bullock@nbc.gov)

Course: DOIU Test Course

Location: Washington, D.C. Leadership and Performance Center

Class: DOIU-2006-0929-ILT-Test

Class Start Date: 09/29/2006

Class End Date: 09/29/2006

Course: ILT

Requested Date: 09/28/2006

Action Taken:

Requester Comments: this is a test

Responder Comments:

Course Tuition: \$100.00

Student Training Travel Cost: \$0.00

Student Training Material Cost: \$0.00

Student Per Diem Cost: \$0.00

Who's Funding: Agency

If approved, please provide the billing information for this request. This information may be obtained from the office manager or budget analyst.

Payment Information

Payment Method:

The Approval Queue screen will appear which has course/class information displayed. Under the Action Taken, you may select approved, denied, etc. However, when there is tuition, you must **Select a Payment Method** by clicking the down arrow.

Displaying records 1 - 1 of 1 - Page 1 of 1

No.	Request Date	User	Action	Org Code	Org Name	Type	Class Dates	Course
1.	09/28/2006	BULLOCK, DELORES (delores_m_bullock@nbc.gov)	Awaiting Approval	60266241	ONLINE COURSEWARE DEVELOPMENT BRANC	ILT	09/29/2006 - 09/29/2006	DOIU Test C

Done Internet

javascript:PopUp('/approval/index.cfm?fuseaction=viewdetails&intApprovalID=10493&displaytype=popup','detail',800,500,'yes');

National Business Center/DOI University DOI LEARN Management Portal : Course Catalog - Approval - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://doilearn.doi.gov/approval/index.cfm?fuseaction=viewque&Criteria=ALL&Email=&firstname=&lastname=&username=bullock&intStudentGroupingID=ALL&intAgencyCode=> Go

Links Windows Marketplace

U.S. Department of the Interior
NBC

Welcome
About Catalog

Approval Queue

User: BULLOCK, DELORES
(delores_m_bullock@nbc.gov)

Course: DOIU Test Course

Location: Washington, D.C. Leadership and Performance Center

Class: DOIU-2006-0929-ILT-Test

Class Start Date: 09/29/2006

Class End Date: 09/29/2006

Course: ILT

Requested Date: 09/28/2006

Action Taken:

Requester Comments: this is a test

Responder Comments:

Course Tuition: \$100.00

Student Training Travel Cost: \$0.00

Student Training Material Cost: \$0.00

Student Per Diem Cost: \$0.00

Who's Funding: Agency

If approved, please provide the billing information for this request for the internal tuition only. This information may be obtained from your office manager or budget analyst.

Payment Information

Payment Method:

Select a Payment Method

Credit Card

IPAC

submit

Displaying record 1 of 1

No.	Request Date	Requester	Status	Class Code	Course Name
1.	09/28/2006	BULLOCK, DELORES (delores_m_bullock@nbc.gov)	Awaiting Approval	60266241	ONLINE COURSE

National Business Center/DOI University DOI LEARN Management Portal : Course Catalog - Approval - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://doilearn.doi.gov/approval/index.cfm?fuseaction=viewque&Criteria=ALL&Email=&firstname=&lastname=&username=bullock&intStudentGroupingID=ALL&intAgencyCode=> Go

Links Windows Marketplace

U.S. Department of the Interior
NBC

Welcome
About Catalog

Approval Queue

Class Start Date: 09/29/2006

Class End Date: 09/29/2006

Course: ILT

Requested Date: 09/28/2006

Action Taken:

Requester Comments: this is a test

Responder Comments:

Payment Information

Payment Method:

To pay tuition charges by Credit Card, please call the following number: 304-870-7100. Select the menu item of the bureau that is sponsoring the training. Please have Student Name, Class Name/Course Code, Class Date, credit card number, expiration date, cardholder phone and email, and billing address available at the time of your call. This information may be obtained from your office manager or budget analyst.

To pay DOI UNIVERSITY tuition charges by Credit Card, please have the same information available and click on the following link to pay online by credit card (for DOI University courses only): <http://www.doiu.nbc.gov/cc>

*Name on Card:

*Cardholder phone:

*Cardholder email:

Agency DUNS:

8 digit Station Symbol:

submit

Upon selecting the Credit Card option, two messages will appear, for all DOI University classes you must click on the link <http://www.doiu.nbc.gov/cc> for payment prior to completing this form. DOI University provides online credit card processing for your convenience. Please print your receipt which indicates your authorization code.

https://doilearn.doi.gov - Approval - Microsoft Internet Explorer

User: BULLOCK, DELORES
(delores_m_bullock@nbc.gov)

Course: DOIU Test Course

Location: Washington, D.C. Leadership and Performance Center

Class: DOIU-2006-0929-ILT-Test

Class Start Date: 09/29/2006

Class End Date: 09/29/2006

Course: ILT

Requested Date: 09/28/2006

Action Taken:

Requester Comments: this is a test

Responder Comments:

Upon completing the transaction, please complete the information requested here for the three required fields marked with the red asterisk (*).

Course Tuition: \$100.00

Student Training Travel Cost: \$0.00

Student Training Material Cost: \$0.00

Student Per Diem Cost: \$0.00

Who's Funding: Agency

If approved, please provide the billing information for this request for the internal tuition only. This information may be obtained from your office manager or budget analyst.

Payment Information

Payment Method:

To pay tuition charges by Credit Card, please call the following number: 304-870-7100. Select the menu item of the bureau that is sponsoring the training. Please have Student Name, Class Name/Course Code, Class Date, credit card number, expiration date, cardholder phone and email, and billing address available at the time of your call. This information may be obtained from your office manager or budget analyst.

To pay DOI UNIVERSITY tuition charges by Credit Card, please have the same information available and click on the following link to pay online by credit card (for DOI University courses only): <http://www.doiu.nbc.gov/cc>

*Name on Card:

*Cardholder phone:

*Cardholder email:

Agency DUNS:

8 digit Station Symbol:

National Business Center/DOI University DOI LEARN Management Portal : Course Catalog - Approval - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Internet

Address: https://doilearn.doi.gov/approval/index.cfm?fuseaction=viewque&Criteria=ALL&Email=&firstname=&lastname=bullock&username=&intStudentGroupingID=ALL&intAgencyCode=

Go

Approval Queue

Search Criteria:

Email:

First Name:

Last Name:

User Name:

User Grouping:

Bureau:

Org Code:

State:

View:

Upon submission both supervisor/training approving official and student will be notified via email. To verify approval, return to the Approval Queue search by name and View Approved.

Displaying records 1 - 5 of 5 - Page 1 of 1

No.	Request Date	User	Action	Org Code	Org Name	Type	Class Dates	Course
1.	09/28/2006	BULLOCK, DELORES (delores_m_bullock@nbc.gov)	Approved	60266241	ONLINE COURSEWARE DEVELOPMENT BRANC	ILT	09/29/2006 - 10/02/2006	DOIU Test Course
2.	09/08/2006	BULLOCK, DELORES (delores_m_bullock@nbc.gov)	Approved	60266241	ONLINE COURSEWARE DEVELOPMENT BRANC	ILT	09/11/2006 - 09/23/2006	DOIU Test Course
3.	07/21/2006	BULLOCK, DELORES (delores_m_bullock@nbc.gov)	Approved	60266241	ONLINE COURSEWARE DEVELOPMENT BRANC	ILT	07/25/2006 - 07/26/2006	Retirement Plannin
4.	04/28/2006	BULLOCK, DELORES (delores_m_bullock@nbc.gov)	Approved	60266241	ONLINE COURSEWARE DEVELOPMENT BRANC	OLT		Plan B - Test Cours
5.	04/28/2006	BULLOCK, DELORES (delores_m_bullock@nbc.gov)	Approved	60266241	ONLINE COURSEWARE DEVELOPMENT BRANC	OLT		IT Security 2006 (Le

National Business Center/DOI University DOI LEARN Management Portal : Course Catalog - Approval - Microsoft Internet Explorer

Address: <https://doilearn.doi.gov/approval/index.cfm?fuseaction=viewque&Criteria=ALL&Email=&firstname=&lastname=bullock&username=&intStudentGroupingID=ALL&intAgencyCode=>

[Edit Denial Reasons](#)

Scroll over to view approval dates. etc.

Type	Class Dates	Course	Class	Tuition	Action Date	Responder	SF-182
ELOPMENT BRANC	ILT 09/29/2006 - 10/02/2006	DOIU Test Course	DOIU-2006-0929-ILT-Test	\$100.00	09/28/2006	VELTKAMP, ROBERT (Robert.J.Veltkamp@nbc.gov)	Print SF-182 >
ELOPMENT BRANC	ILT 09/11/2006 - 09/23/2006	DOIU Test Course	Denver Test Sept. 18	\$250.00	09/12/2006	ALLAN, ROSS (ross_allan@nbc.gov)	Print SF-182 >
ELOPMENT BRANC	ILT 07/25/2006 - 07/26/2006	Retirement Planning	DOIU-2006-0725-26-WPLC1	\$0.00	07/21/2006	VELTKAMP, ROBERT (Robert.J.Veltkamp@nbc.gov)	Print SF-182 >
ELOPMENT BRANC	OLT	Plan B - Test Course	Default Class	\$0.00	04/28/2006	VELTKAMP, ROBERT (Robert.J.Veltkamp@nbc.gov)	Print SF-182 >
ELOPMENT BRANC	OLT	IT Security 2006 (Lectora)	Default Class	\$0.00	04/28/2006	Administrator, System (techs@qeolearning.com)	Print SF-182 >

National Business Center/DOI University DOI LEARN Management Portal : Administration - Microsoft Internet Explorer

Address: <https://doilearn.doi.gov/training/newuserforms/index.cfm?fuseaction=home.SelectUser&roomaction=users>

NBC/DOIU DOI LEARN Management Portal Log Off | My Courses | Catalog | Enable Text Only | Help

Welcome DELORES BULLOCK (Student)

[Welcome](#) | [My Courses](#) | [Library](#) | [Communication](#) | [Course Catalog](#) | [Administration](#) | [Help Desk](#)
[About](#) | [My Information](#) | [My Preferences](#) | [User Management](#) | [Reports](#)

User Management

Search Criteria:

Email:

First Name:

Last Name:

User Name:

User Type:

User Grouping:

Bureau:

Org Code:

State:

Options:

[Assign Multiple Users to an OLT Course](#)

[Assign Multiple Users to an ILT Course](#)

You are now ready to manage transcripts. Click on **Administration**, then **User Management** and search by name or user name as indicated here. Please note the "%" is used as a wildcard for searches.

Privacy Act Accessibility

National Business Center/DOI University DOI LEARN Management Portal : Administration - Microsoft Internet Explorer

Address: https://dollearn.doi.gov/training/newuserforms/index.cfm?fuseaction=home.SelectUser&Criteria=ALL&Email=&FirstName=&LastName=&Username=%25NBC%25&UserType=99&intStudentGroupingID=ALL&int

Welcome DELORES BULLOCK (Student)

Options:
[Assign Multiple Users to an OLT Course](#)
[Assign Multiple Users to an ILT Course](#)

Upon review of results, locate the user's record and select the Edit link under Transcript to begin modification.

Displaying 1-8 of 8 records.

No.	Last Name	First Name	Email	Org Code	Org Name	Edit	Transcript	Activity Log	ILT Courses	OLT Courses	Waivers	Learning Plan	User Name	Status
1.	TEST	NBCUser	delores_m_bullock@nbc.gov			Edit	Edit	View	View	View	Edit	View	NBCtestuser	Active
2.	TEST	NBCUser2	delores_m_bullock@nbc.gov			Edit	Edit	View	View	View	Edit	View	NBCtestuser2	Active
3.	TEST	NBCUser3	delores_m_bullock@nbc.gov			Edit	Edit	View	View	View	Edit	View	NBCtestuser3	Active
4.	Tester	Network	delores_m_bullock@nbc.gov			Edit	Edit	View	View	View	Edit	View	NBCnetworktest	Active
5.	Testuser8	NBC	delores_m_bullock@nbc.gov			Edit	Edit	View	View	View	Edit	View	NBCtestuser8	Active
6.	User4	NBCtest	delores_m_bullock@nbc.gov			Edit	Edit	View	View	View	Edit	View	NBCtestuser4	Active
7.	User5	NBCtest	delores_m_bullock@nbc.gov			Edit	Edit	View	View	View	Edit	View	NBCtestuser5	Active
8.	User6	NBCtest	delores_m_bullock@nbc.gov			Edit	Edit	View	View	View	Edit	View	NBCtestuser6	Active

National Business Center/DOI University DOI LEARN Management Portal : Administration - Microsoft Internet Explorer

Address: https://dollearn.doi.gov/training/newuserforms/index.cfm?fuseaction=home.edittranscript&UserId=77408

Welcome to Transcript Administration.
Here you will be able to add external training (training not provided in the department) records and certify training completed by alternate means. Please note that special conditions such as inability to complete training due to extreme conditions may be allowed, however, must be approved prior to modification as special codes apply through the DOI Learn Bureau Data Steward. Mandatory training not performed in the DOI Learn system must have paper certification submitted to the DOI Learn Data Steward for certification in the system. Please do not perform any certifications without prior approval. To continue, please scroll down to enter an external transcript.

Edit Transcript For: TEST, NBCUser

Online Training Items

#	Course Name	Class Name	Completion Status	Completion Date	Score	CEUHours	Registration Date
1.	2006 Federal Information Systems Security Awareness	Default Class	Completed	04/28/2006	100	1	02/09/2006
2.	A Supervisor's Guide to Diversity - The Diversity Plan and MD715 Discrimination and	Default Class	Incomplete		0	0	04/17/2006
3.	Whistleblowing in the Workplace (No Fear)	Default Class	Completed	08/22/2006	92	1	08/22/2006
4.	Instructor Seminar (1400-04) Pre-Work Module	Default Class	Incomplete			0	04/17/2006
5.	Introduction to the Freedom of Information Act (FOIA)	Default Class	Incomplete			0	11/18/2005
6.	Orientation to the Privacy Act	Default Class	Completed	10/05/2005	100	1	10/05/2005
7.	Park Planning Introduction: Module 1	Park Planning Module 1	Incomplete			0	08/10/2006
8.	Records Management Awareness Safety	Default Class	Completed	10/13/2005	95	1	10/05/2005

National Business Center/DOI University DOI LEARN Management Portal : Administration - Microsoft Internet Explorer

Address: https://doilearn.doi.gov/training/newuserforms/index.cfm?fuseaction=home.edittranscript&UserId=77408

National Business Center/DOI U... Add Tab

IncrediGames Shopmania Featured Games My Games Magic Match Sale

#	Course Name	Class Name	Completion Status	Completion Date	Score	CEUHours	Registration Date
32	Occupational Health Program Overview	Class	Incomplete			1	09/07/2006
33	Safety: USGS Safety Program Requirements	Default Class	Incomplete			1	09/08/2006
34	Safety: USGS Safety Program Requirements for Administrative Personnel	Default Class	Incomplete			1	09/08/2006
35	Safety: Walking, Cutting, and Working Surfaces	Default Class	Completed	08/29/2006	87	1	08/29/2006
36	Safety: Welding, Cutting, and Brazing	Default Class	Completed	08/30/2006	93	1	08/29/2006
37	Safety: X-ray Producing Machines	Default Class	Completed	08/29/2006	83	1	08/29/2006
38	Understanding the Privacy Impact Assessment	Default Class	Completed	08/30/2006	100	1	08/29/2006
39	USGS: Introduction to Information Resources Management	Default Class	Completed	09/11/2006	80	1	09/11/2006

Instructor Led Training Items

#	Course Name	Class Name	Completion Status	Completion Date	Score	CEUHours	Registration Date
1.	Building a Better 2005- Business Case for the OMB 300 09- WLPc1	DOIU- 1108-	Not Attempted			0	10/05/2005

Extra Training Items

No Extra Training Items Found

Add Extra Transcript Item

Update Transcript

[View Student Transcript](#)

To begin, click on the **Add Extra Transcript Item** button located at the bottom of the screen.

Done

https://doilearn.doi.gov - National Business Center/DOI University DOI LEARN Management Portal - Mic...

Add Extra Transcript Item For: TEST, NBCUser

Course Name	Class Name	Completion Status	Completion Date	Score	Registration Date
DOIU Test Course	TEST DATE	Complete	09/29/2006	111	09/27/2006

submit

[Close Window](#)

A new window will open with fields to enter for Course Name, Class Name, Completion Status, Completion Date, Score (if any), Registration Date, then click on the submit button.

#	Course Name	Class Name	Completion Status	Completion Date	Score	CEUHours	Registration Date
35	Safety: Walking, Cutting, and Working Surfaces	Default Class	Completed	08/29/2006	87	1	08/29/2006
36	Safety: Welding, Cutting, and Brazing	Default Class	Completed	08/30/2006	93	1	08/29/2006
37	Safety: X-ray Producing Machines	Default Class	Completed	08/29/2006	83	1	08/29/2006
38	Understanding the Privacy Impact Assessment	Default Class	Completed	08/30/2006	100	1	08/29/2006
39	USGS: Introduction to Information Resources Management	Default Class	Completed	09/11/2006	80	1	09/11/2006

Instructor Led Training Items

#	Course Name	Class Name	Completion Status	Completion Date	Score	CEUHours	Registration Date
1.	Building a Better 2005- Business Case for the OMB 300 09- WLPc1	DOIU- 1108-	Not Attempted			0	10/05/2005

Extra Training Items

No Extra Training Items Found

Add Extra Transcript Item

Update Transcript

[View Student Transcript](#)

National Business Center/DOI University DOI LEARN Management Portal : Administration - Microsoft Internet Explorer

Address: <https://dollearn.doi.gov/training/newuserforms/index.cfm?fuseaction=home.edittranscript&UserId=77408>

#	Course Name	Class Name	Completion Status	Completion Date	Score	CEUHours	Registration Date
27	Safety: Naturally Occurring Radioactive Materials	Default Class	Completed	09/07/2006	93	1	09/06/2006
28	Safety: Office Safety	Default Class	Completed	09/15/2006	100	1	08/29/2006
29	Safety: Powered Industrial Trucks	Default Class	Incomplete			1	08/22/2006
30	Safety: Resources, References, and Standards	Default Class	Completed	09/11/2006	100	1	09/11/2006
31	Safety: USGS Introduction to Safe Behavior Process	Default Class	Incomplete			1	09/07/2006
32	Safety: USGS Safety and Occupational Health Program Overview	Default Class	Incomplete			1	09/07/2006
33	Safety: USGS Safety Program Requirements	Default Class	Incomplete			1	09/06/2006
34	Safety: USGS Safety Program Requirements for Administrative Personnel	Default Class	Incomplete			1	
35	Safety: Walking and Working Surfaces	Default Class	Completed	08/29/2006	87		08/29/2006
36	Safety: Welding, Cutting, and Brazing	Default Class	Completed	08/30/2006		1	08/29/2006
37	Safety: X-ray Producing Machines	Default Class	Completed			1	08/29/2006
38	Understanding the Privacy Impact Assessment	Default Class	Completed		100	1	08/29/2006
39	USGS					1	09/11/2006
1.	Building a Better Business Case for the OMB 300	DOIU-2005-1108-09-WLPC1	Not Attempted			0	10/05/2005

Extra Training Items

#	Course Name	Class Name	Completion Status	Completion Date	Score	Registration Date
1.	DOIU Test Course	TEST DATE	Complete	09/29/2006	111	09/27/2006

[Add Extra Transcript Item](#)
[Update Transcript](#)
[View Student Transcript](#)

As indicated below, the Extra Transcript Item will be added below. Please scroll up upon review.

National Business Center/DOI University DOI LEARN Management Portal : Administration - Microsoft Internet Explorer

Address: <https://dollearn.doi.gov/training/newuserforms/index.cfm?fuseaction=home.edittranscript&UserId=77408>

U.S. Department of the Interior
National Business Center
DOI UNIVERSITY
Make it Learning

NBC/DOIU DOI LEARN Management Portal [Log Off](#) | [My Courses](#) | [Catalog](#) | [Enable Text-Only](#) | [Help](#)

Welcome DELORES BULLOCK (Student)

[Welcome](#) | [My Courses](#) | [Library](#) | [Communication](#) | [Course Catalog](#) | [Administration](#) | [Help Desk](#)

[About](#) | [My Information](#) | [My Preferences](#) | [User Management](#) | [Reports](#)

Transcript Administration

Edit Transcript For: TEST, NBCUser

Online Training Items

#	Course Name	Class Name	Completion Status	Completion Date	Score	CEUHours	Registration Date
1.	2006 Federal Information Systems Security Awareness	Default Class	Completed	04/28/2006	100	1	02/09/2006
2.	A Supervisors Guide to Diversity- The Diversity Plan and MD715	Default Class	Incomplete		0	0	04/17/2006
3.	Discrimination and Whistleblowing in the Workplace (No Fear)	Default Class	Completed	08/22/2006	92	1	08/22/2006
4.	Instructor Seminar (1400-04) Pre-Work Module	Default Class	Incomplete			0	04/17/2006
5.	Introduction to the Freedom of Information Act (FOIA)	Default Class	Incomplete			0	11/18/2005
6.	Orientation to the Privacy Act	Default Class	Completed	10/05/2005	100	1	10/05/2005
7.	Park Planning Introduction: Module 1	Park Planning Module 1	Incomplete			0	08/10/2006
8.	Records Management Awareness	Default Class	Completed	10/13/2005	95	1	10/05/2005
9.	Safety: Authorities, Roles, and Responsibilities	Default Class	Completed	09/11/2006	77	1	09/11/2006
10.	Safety: Control of Hazardous Energy (Lockout/Tagout)	Default Class	-Select Completion Status-			0	08/29/2006
11.	Safety: Cranes and Rigging	Default Class	Completed	08/30/2006	79	1	08/30/2006
12.	Safety: DOI Safety and Occupational Health Overview	Default Class	Completed	09/07/2006	84	1	09/06/2006
13.	Safety: Electrical Safety Design	Default Class	Incomplete			1	08/22/2006
14.	Safety: Excavations	Default Class	Incomplete			1	08/22/2006

[Safe Exit Routes](#)

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