

DOI LEARN TUTORIAL

In this tutorial you will learn how to:

1. Access DOI LEARN - Page 1
2. Search for training in DOI LEARN - Page 1
3. View course details - Page 5
4. Register for DOI University Classroom Training or Instructor Lead Training (ILT) - Page 5
5. View a list of courses you are registered for - Page 7
6. Drop a course you have already registered for - Page 8
7. Print your certificates - Page 9

1. ACCESS DOI LEARN

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

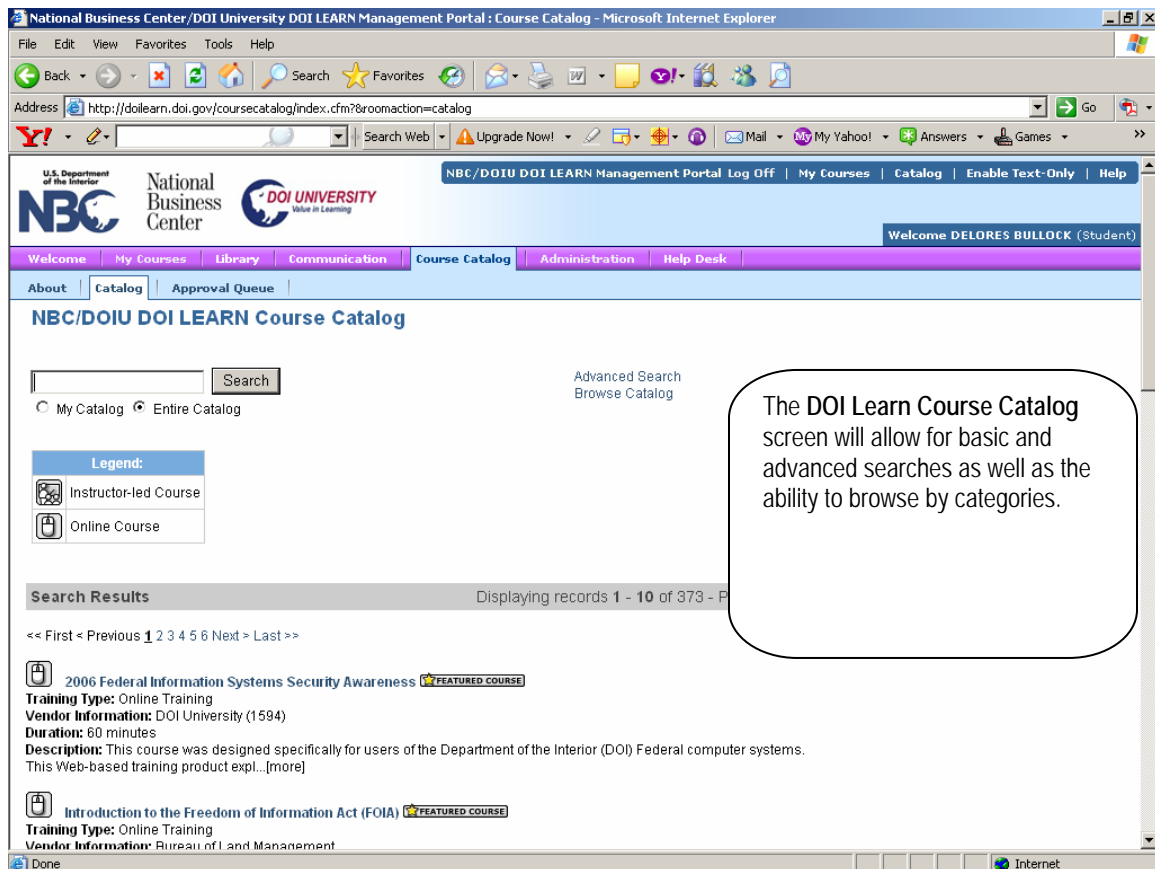
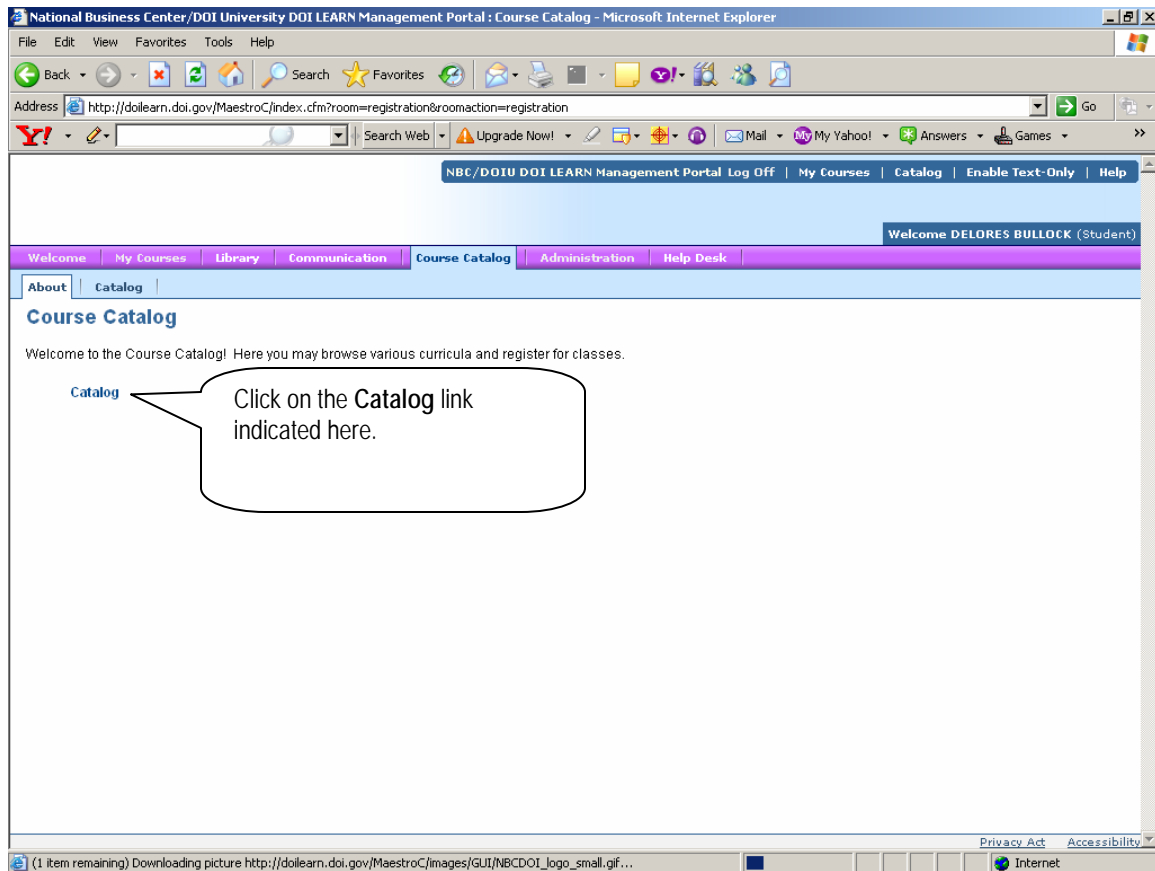
The screenshot shows the 'Department of the Interior DOI LEARN Management Portal Login' page in a Microsoft Internet Explorer browser. The address bar shows 'https://doilearn.doi.gov'. The page features the DOI logo and the text 'Interior's Learning Management System' and 'DOI LEARN'. A 'Log On' form is visible with fields for 'Username' (containing 'dbullock') and 'Password' (containing '*****'). Below the password field are radio buttons for 'Turn on 508 Compliance?' with 'Yes' and 'No' options, and a link 'I forgot my password'. A 'Log On >>' button is at the bottom of the form. A purple pyramid logo with the text 'DOI LEARN' and 'Exceptional Development for GREAT DOI Employees' is also present. Three callout boxes provide additional information:

- Left Callout:** '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'.
- Bottom Callout:** 'Click Log On to access your account.'
- Right Callout:** 'Log On to the DOI Learn system using the user name and password you created the first time you logged into DOI LEARN (You most likely created a user ID and password when you took the IT Security Awareness training.) Remember, in order to access DOI University's Classroom Training you must have first completed the initial set-up process, as outlined in the log in tutorials.'

2. SEARCH FOR TRAINING

The screenshot shows the 'National Business Center/DOI University DOI LEARN Management Portal: Welcome' page. The address bar shows 'https://doilearn.doi.gov/MaestroC/PCFD=1396328CF7OKEN=97481746'. The page features the NBC and DOI University logos. A navigation bar includes links for 'Welcome', 'My Courses', 'Library', 'Communication', 'Course Catalog', 'Administration', and 'Help Desk'. A 'Welcome DELORES BULLOCK (Student)' message is displayed. A callout box points to the 'Course Catalog' link in the navigation bar:

- Callout:** 'To search for courses click Course Catalog to begin.'



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

Address: <http://dollearn.doi.gov/coursecatalog/index.cfm?roomaction=catalog>

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

Welcome | My Courses | Library | Communication | Course Catalog | Add

About | Catalog | Approval Queue

NBC/DOIU DOI LEARN Course Catalog

☐ My Catalog ☒ Entire Catalog

Legend:

- Instructor-led Course
- Online Course

Search Results Displaying 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

For a basic search, type in a keyword in the text box.

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

Keep your search to single words for best results.

To search all of the courses in the catalog, be sure Entire Catalog is selected. My Catalog will search a limited course list.

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

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

Address: <http://dollearn.doi.gov/coursecatalog/index.cfm?roomaction=catalog>

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

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

About | Catalog | Approval Queue

NBC/DOIU DOI LEARN Course Catalog

☐ My Catalog ☒ Entire Catalog

Legend:

- Instructor-led Course
- Online Course

Search Results Displaying records 1 - 10 of 373 - Page 1 of 38

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

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

Training Type: Online Training
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Introduction to the Freedom of Information Act (FOIA) **FEATURED COURSE**

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

Done Internet

Advanced Search
Browse Catalog

To perform an advanced search click on the **Advanced Search** link.

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

File Edit View Favorites Tools Help

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

Search Web Upgrade Now! Mail My Yahoo! Answers Games

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

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

Welcome DELORES BULLOCK (Student)

Welcome My Courses Library Communication Course Catalog Administration Help Desk

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 *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://dollearn.doi.gov/CourseCatalog/index.cfm?fuseaction=advancedsearch

Search Web Upgrade Now! Mail My Yahoo! Answers Games

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

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

Welcome DELORES BULLOCK (Student)

Welcome My Courses Library Communication Course Catalog Administration Help Desk

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

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

Note: 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 the key until you find your vendor.

Privacy Act Accessibility

Internet

3. VIEW COURSE DETAILS

After completing your search, click on the course title to view the details.

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).

4. REGISTER 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. 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.

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

Address: http://dollearn.doi.gov/training/classscheduler/index.cfm?Fuseaction=Home.CourseDetails&intCourseID=1467&intClassID=1515&calendarview=

actual legal decisions) and class participation. Topics that will be covered: basis for simplified acquisition procedures; planning for simplified acquisitions; priorities for determining open market acquisitions; methods of buying and ordering; and contract administration.

Categories: Business Administration & Financial Management

Course Objectives: Learning Objectives:

- Discuss recent changes impacting on simplified acquisitions
- Explore complex issues in the area of simplified acquisitions

Target Audience: Federal employees wanting to "brush up" on simplified acquisition procedures and requiring warrant maintenance training.

Course Tuition: \$560.00

Class Dates: 11/14/2006 - 11/16/2006 Tu W Tr

Classroom (Location): DOIU - West Room, Suite 160 (Albuquerque Leadership and Performance Center)

Primary Contact: Name: Linda Romero
Email: linda_g_romero@nbc.gov
Phone: 5053462768

Secondary Contact: Name: Linda Romero
Email: linda_g_romero@nbc.gov
Phone: 5053462768

Other Contact: Not Available

Students Registered: 1 of 0 *

Prerequisites: None

[Back](#) You have a request for this course awaiting approval.

*Denotes a required field.

If the course requires approval by your supervisor, you will see the message below. You and your supervisor will receive an email indicating that you have requested the course.

You will not be officially registered for the course until your supervisor approves your registration in DOI LEARN.

It is your responsibility to follow up with your supervisor to ensure your registration has been finalized.

Once you are officially registered for a course, you will receive an email confirmation.

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

Address: http://dollearn.doi.gov/CourseCatalog/index.cfm?Message=Registration%20Successful

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

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

Welcome MOIRA STEINBERG (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

NBC/DOIU DOI LEARN Course Catalog

Registration Successful

Search

☐ My Catalog ☒ Entire Catalog

Legend:

- Instructor-led Course
- Online Course

Search Results

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

2006 Federal Information Systems Security Awareness Training

Training Type: Online Training

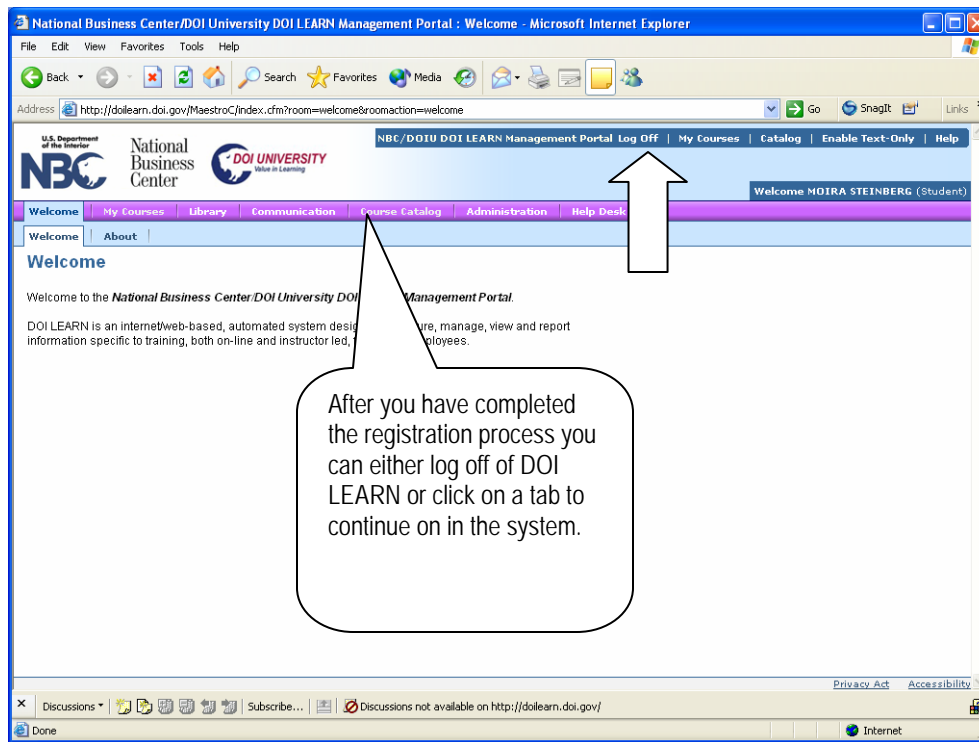
Vendor Information: DOI University (1594)

Duration: 60 minutes

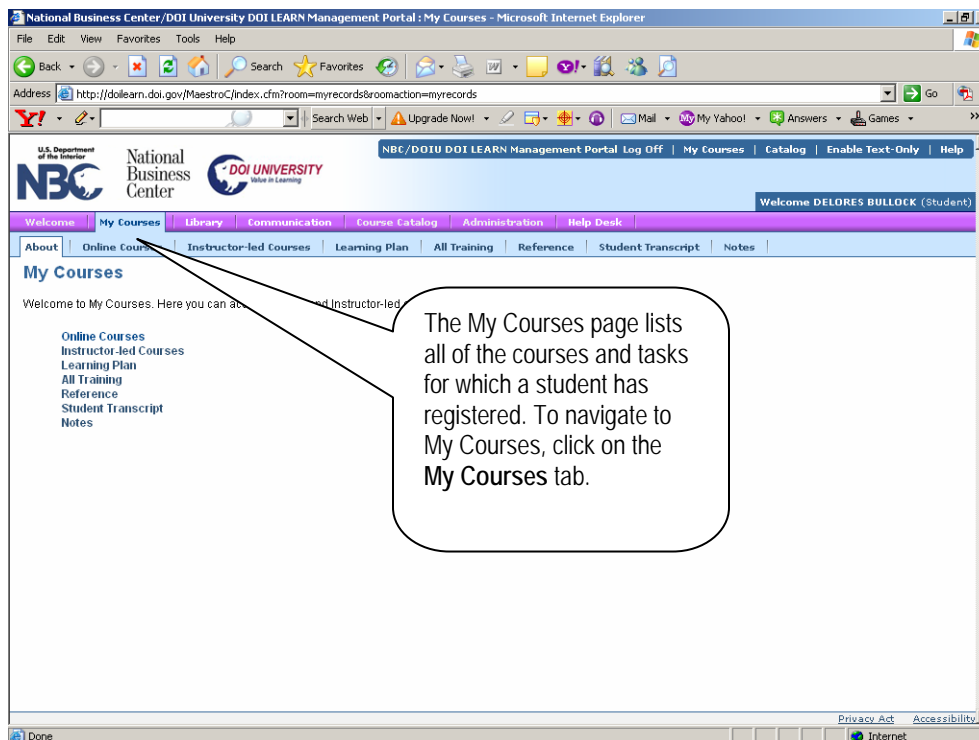
Description: This course was designed specifically for users of the Department of the Interior (DOI) Federal computer systems. This Web-based training product explains...

Page 1 of 43

If the course does not require supervisory approval you will see a message informing you that you are officially registered for the course. You will receive a confirmation email soon after.



5. VIEW A LIST OF YOUR REGISTERED COURSES



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

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

Welcome DELORES BULLOCK (Student)

My Courses

Welcome to My Courses. Here you can access Online and Instructor-led classes.

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

To access a list of courses you have registered for you can:

1. Click the **Online Courses** link for your online training.
2. Click the **Instructor-led Courses** link for the classroom training you have signed up for.
3. Click to view your learning plan.
4. Access all of the courses you've registered for by clicking on **All Training**.
5. Access a list of all courses you have completed by clicking on **Student Transcript**.

6. DROP A COURSE

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

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

Welcome DELORES BULLOCK (Student)

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 drop an instructor-led course you have already registered for, you can:

1. Click the **Instructor-led Courses** link under **My Courses** (see above).
2. Click on the title of the course you want to drop.
3. Click the **Request to Drop** link.

7. PRINT YOUR CERTIFICATE

The screenshot shows the 'My Courses' page in the DOI LEARN Management Portal. The page displays a table of online courses with columns for Course Name, Status, and Options. Five courses are listed, all with a status of 'Completed'. The first course is '2006 Federal Information Systems Security Awareness'. The 'Options' column for each course includes links for 'View Summary', 'Print SF-182', 'Completion Certificate', 'Feedback', and 'Survey(s)'. A callout box points to the 'Completion Certificate' link for the first course, stating: 'After you click on a link under the My Courses tab you will see a list of courses you have registered for and your completion status for each course. If you have completed a course, you can view and print out your certificate by clicking on Completion Certificate.'

#	Course Name	Status	Options
1.	2006 Federal Information Systems Security Awareness	Completed	View Summary > Print SF-182 > Completion Certificate > Feedback > Survey(s) >
2.	DOT Alcohol Testing Regulations for Employees	Completed	View Summary > Print SF-182 > Completion Certificate > Feedback >
3.	DOT Alcohol Testing Regulations for Supervisors	Completed	View Summary > Print SF-182 > Completion Certificate > Feedback >
4.	DOT Drug Testing Regulations for Employees	Completed	View Summary > Print SF-182 > Completion Certificate > Feedback >
5.	DOT Drug Testing Regulations for Supervisors	Completed	View Summary > Print SF-182 > Completion Certificate > Feedback >

If you continue to have technical difficulties with any of these tasks, please call the DOI LEARN helpdesk at 888-722-3647.