

Instructions on Registering/Approving Participants for DOI Learn Training

(Seems to work better in Explorer than Firefox)

A. How to Register if You Are [DOI Employee](#)

Go to the DOI Learn website: <https://doilearn.doi.gov/>

Go to blue menu bar and select **course catalog**. Select **catalog**

Type **Interpreting Indicators** in search box and select search

Select **Interpreting and Measuring Indicators of Rangeland Health** (note: there are two sessions, one in Las Cruces, and one in Wyoming)

Scroll down and Enter a **0** for each field of travel/per diem/material costs. Do not add a \$ before the 0

Select **Agency** as funder

Select the **Apply Button** at bottom of the screen

B. Approval Queue Instructions for Supervisors

Directions for supervisor to approve your attendance.

1. Login to DOI Learn at: <http://doilearn.doi.gov>
 2. Go to **Course Catalog**, then **Approval Queue**. Do not enter any *data* into the Search Criteria fields. Simply **Select on the Search** button. Pending requests from your employees will show.
 3. Select on the underlined link **Awaiting Approval**.
 4. Open the pull down for **Action Taken**. Select the appropriate choice. Press the **Submit** button.
 5. If you do not see an expected training request, you may not have selected the employee in your own account. Go to **ADMINISTRATION** on the main menu, the **MY INFORMATION**. Scroll down to the **Students** and use the **blue plus sign** (+) to add names.
- If you encounter problems working with the approval queue, contact Catherine Book at 602-906-5550.

C. How to Register if You Are [Non-DOI Employee, from private sector, or volunteer/seasonal without BLM-computer access](#);

From your home or other non-DOI computer:

Go to the DOI Learn website: <http://doilearn.doi.gov/coursecatalog/index.cfm>

In Search box, type in **Interpreting**

Select on the title of the class **Interpreting and Measuring Indicators of Rangeland Health** (note: there are two sessions, one in Las Cruces, and one in Wyoming)

Scroll down to bottom of the description and select **Apply**

Fill in the required fields.

For payment information, select **Not Required** and select **GO**. No tuition will be charged for this course this year.

Select **Submit Order** at the bottom of the form.

Note: Approval queue does not come into play for non-DOI employees/private employees.

A. Forest Service Employees and other potential students who do not have a DOI Learn username and password:

DOI Learn Log On Instructions for Forest Service Employees and other potential students who do not have a DOI Learn username and password:

- On the DOI Learn web site at <http://doilearn.doi.gov>. Select **Public Catalog Login**.
- Type the words **recreation permits** and select search
- **Select** on the “Special Recreation Permits” course. Scroll to bottom of page and select **Apply**
- Fill out the required lines (red asterisk) for the identification form. In the field “Organization/Agency” enter your agency name. For Payment Type select Not Required and press the GO button.
- Click the **Submit Order** button at the bottom of the page.

The BLM DOI Learn Data Steward will contact you with your user account information. Then, you can access the course using the instructions below:

Steps to Access the Course

- Logon to DOI Learn at <http://doilearn.doi.gov>
- Select the **My Courses** tab then select the **Online Courses** tab. Click on the **Special Recreation Permits** course name to launch the course.
- A menu page comes up. Select **Overview**. Then complete each subsequent unit.
- Once you complete the course, you should **register and complete the Post-Assessment**. Login to DOI Learn, select COURSE CATALOG, enter the words **recreation permit** and Search. Click on the **Post Assessment** and **Apply** for it. Go immediately to the **My Courses** tab. Click on the word **TEST** next to the course.

B. Employees who already have a DOI Learn username and password:

- Logon to DOI Learn at <http://doilearn.doi.gov>
- Go to blue menu bar and select **course catalog**. Select **catalog**
- Type **recreation permits** in search box and select search
- Select **Special Recreation Permits**. Enter a **0** for travel/per diem/material costs, select **agency** as funder. Select the **Apply Button** at bottom of the screen
- Then follow the above Steps to Access the Course.
- Complete the post test if you would like to have this course added to your DOI Learn transcript.

How to Access the 2007 Federal Information Systems Security Awareness Course For instructions on how to log on to DOI Learn, see <http://www.ntc.blm.gov/DOILearn/DOILearnMain.htm>. If you have forgotten your user name and/or password, select the 'I Forgot My Password' option on the login screen.

BLM Employees:

Logon to DOI Learn at <http://doilearn.doi.gov>. Select the "My Courses" tab then select the "Online Courses" tab. Click on the "2007 Federal Information Systems Security Awareness" course name to launch the course.

New employees who entered on duty within the past 30 days should contact the BLM DOI Learn Data Steward, Catherine Book, at 602-906-5550 to obtain their DOI Learn username and password.

Contractors and other non-employees who already have a DOI Learn username and password:

Contractors and other non-employees who do not have a DOI Learn username and password:

C. How to Register if You Are Non-DOI Employee, from private sector, or volunteer/intern/seasonal without BLM-computer access:

A. Public Available Class: First, NTC needs to check to see if this is a "publicly available" class. Use the below procedures

From your home or other non-DOI computer:

Go to the DOI Learn website: <http://doilearn.doi.gov/coursecatalog/index.cfm>

In Search box, type in the name of the course you are interested, such as **ATV....**

Select on the title of the course such as **ATV.....**

Scroll down to bottom of the description and select **Apply**

Fill in the required fields.

For payment information, select **Not Required** and select **GO**.

Select **Submit Order** at the bottom of the form.

You will then be contacted by.....

If you have any questions, contact.....

B. BLM Internal Only Class (such as defensive driving and ATV safety)

A. If the course is an internal BLM catalogue computer class, and the volunteer/intern/contractor are not on the BLM network, then the individual can contact Catherine Book directly to establish a BLM account for the purposes of taking these course(s). Catherine will walk them through the process, assign the appropriate user names/log ins, and give them instructions on how to sign up.

B. I recommend that you first test this for a particular office or two to work through the process, and let Catherine get a feel for the volume of requests and discover ways to efficiently process these requests. Work directly with Catherine if you have multiple individual needing this training.