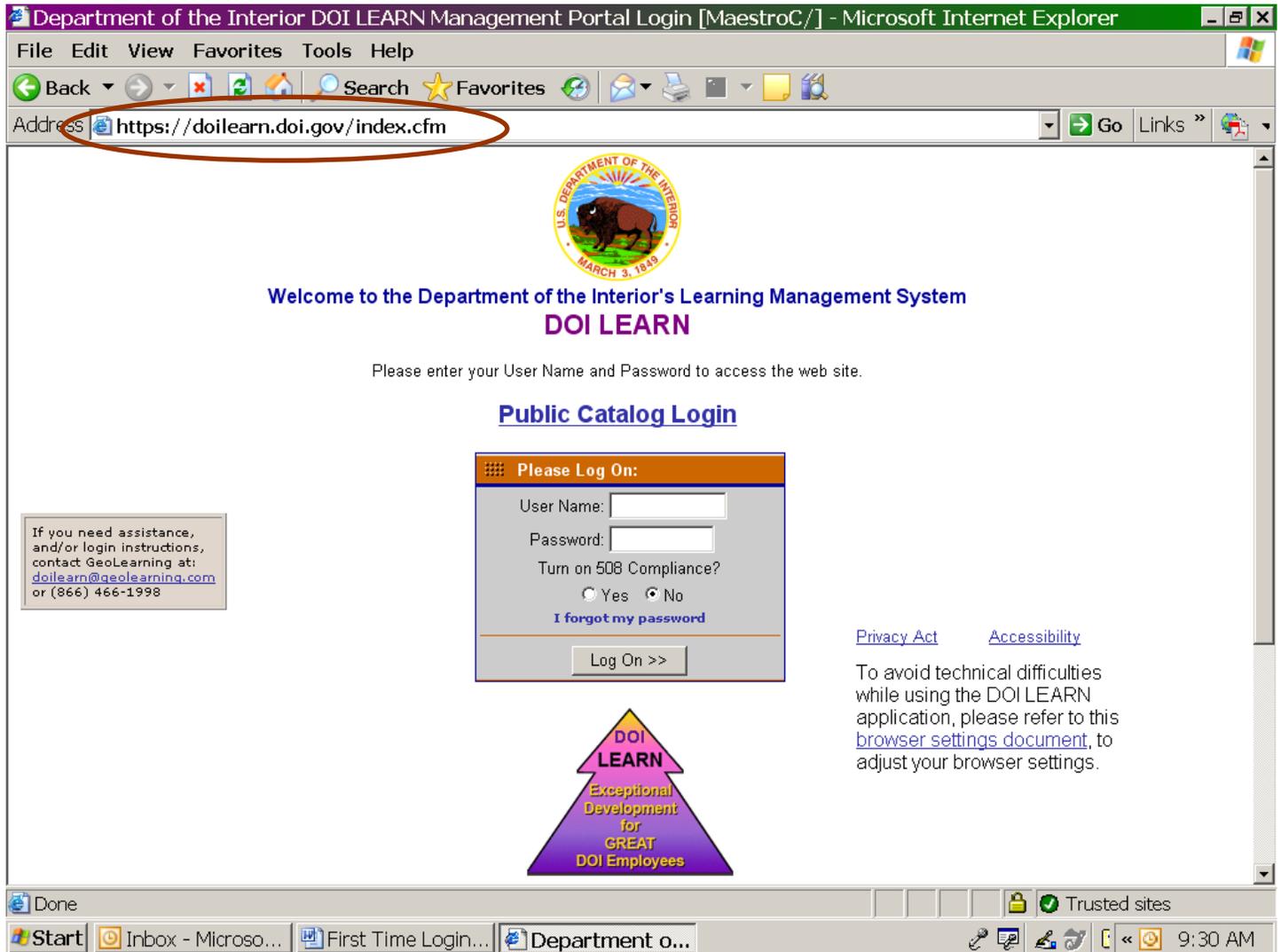


DOI LEARN TUTORIAL 1.1 How to Update Your User Profile

In this tutorial, you will learn, step-by-step, how to update your DOI LEARN user profile.

Step 1: Begin by accessing the [DOI LEARN](https://doilearn.doi.gov/) website. You will see the opening log in screen below. Enter your user name and password and select “Log On”. If you have any vision impairment, be sure to select “Yes” for “Turn on 508 Compliance”.



The screenshot shows a Microsoft Internet Explorer browser window displaying the DOI LEARN website. The address bar is circled in red and contains the URL <https://doilearn.doi.gov/index.cfm>. The page features the U.S. Department of the Interior logo at the top center, which includes a bison and the text "U.S. DEPARTMENT OF THE INTERIOR" and "MARCH 3, 1849". Below the logo, the text reads "Welcome to the Department of the Interior's Learning Management System" and "DOI LEARN". A message states "Please enter your User Name and Password to access the web site." Below this is a "Public Catalog Login" section with a "Please Log On:" form. The form includes fields for "User Name:" and "Password:", a "Turn on 508 Compliance?" section with radio buttons for "Yes" and "No", a link for "I forgot my password", and a "Log On >>" button. To the left of the login form is a small box with contact information: "If you need assistance, and/or login instructions, contact GeoLearning at: doilearn@geolearning.com or (866) 466-1998". To the right are links for "Privacy Act" and "Accessibility", followed by a paragraph: "To avoid technical difficulties while using the DOI LEARN application, please refer to this [browser settings document](#), to adjust your browser settings." At the bottom center is a purple pyramid graphic with the text "DOI LEARN" at the top, "Exceptional Development for GREAT DOI Employees" in the middle, and "DOI LEARN" at the base. The browser's taskbar at the bottom shows the Start button, several open applications, and the system tray with the time 9:30 AM.

Hint: If you haven't done so yet, “Favorite” this page for future use. (Click on “Favorites”, “Add to Favorites”, “OK”)

Step 2: At the “Welcome” screen, select on the “Administration” tab.

The screenshot shows a Microsoft Internet Explorer browser window displaying the Minerals Management Services DOI LEARN Management Portal. The address bar shows the URL <http://doilearn.doi.gov/MaestroC/>. The page features a navigation menu with the following tabs: Welcome, My Courses, Library, Communication, Course Catalog, Administration, and Help Desk. The 'Administration' tab is highlighted with a red circle. Below the navigation menu, the page displays a 'Welcome' message and a list of bullet points describing the system's capabilities.

Minerals Management Services DOI LEARN Management Portal : Welcome - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Print Mail Print Preview Print Settings

Address <http://doilearn.doi.gov/MaestroC/> Go Links

MMS DOI LEARN Management Portal Log Off My Courses Catalog Enable Text-Only Help

Welcome Joan Dooley (Student)

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

Welcome About

Welcome

Welcome to the **Minerals Management Services DOI LEARN Management Portal**.

DOI LEARN is an internet/web-based, automated system designed to capture, manage, view and report information specific to training, both on-line and instructor led, for all DOI employees.

Supervisors will find their approval queue to act on employee training requests by clicking on the Course Catalog tab.

What does DOI LEARN help me accomplish?

- You will enter your own training requests.
- You will take any Departmentally mandated on-line training from this system.
- You can print your personal training history (transcripts) anytime from any computer with an internet browser.
- Your training history will follow you to any new position within DOI (Bureau/Office).
- You can search training catalogs and register for online and instructor-led training offered by Departmental training organizations.
- You can complete an Individual Development Plan. This function is

Trusted sites

Start Michael B. Inco... RE: New Emplo... Minerals Man... How to Update ... 10:37 AM

Step 3: The below screen appears. Select the “My Information” tab or link.

The screenshot shows a web browser window with the following elements:

- Browser Title Bar:** Minerals Management Services DOI LEARN Management Portal : Administration - Microsoft Internet Explorer
- Address Bar:** http://doilearn.doi.gov/MaestroC/index.cfm?room=administration&roomaction=administration
- Page Header:** MMS DOI LEARN Management Portal | Log Off | My Courses | Catalog | Enable Text-Only | Help
- Navigation Menu:** Welcome | My Courses | Library | Communication | Course Catalog | **Administration** | Help Desk
- Sub-Menu:** About | **My Information** | My Preferences
- Section Header:** Administration
- Text:** This area is where employees and supervisors
- List-Group:**
 - maintain their mailing address and special needs requirements.
 - assign their supervisors and training approval officials.
 - change their passwords.
- Text:** This area is where supervisors
- List-Group:**
 - assign or delete their employees.
 - access the User Management area in order to view and report on assigned employees training records. The User Management area is not available to Non-supervisors
- Sub-Menu:** **My Information** | My Preferences
- Footer:** Privacy Act | Accessibility
- Taskbar:** Start | Michael B Inco... | RE: New Emplo... | Minerals Man... | How to Update ... | 10:43 AM

Step 4: When the below “Edit User Profile” screen appears, enter as many fields as you know. Use only your work information and never your personal/home information. Many fields are pre-loaded into DOI LEARN, so be sure double check that they are correct. There are some fields you don’t know the information for, so skip them, but be sure to fill in the critical fields, which are your work address, work contact number and primary supervisor.

Note: If you see errors in the pre-loaded data, you will need to have your HR Office correct them through FPPS.

IMPORTANT: Scroll to the bottom of the screen and select “Save” before you close out of DOI LEARN, or your entries won’t store.

Minerals Management Services DOI LEARN Management Portal : Administration - My Information - Microsoft Int...

File Edit View Favorites Tools Help

Address <https://doilearn.doi.gov/training/newuserforms/index.cfm?userid=122058&fuseaction=home.ed> Go Links »

Welcome My Courses Library Communication Course Catalog Administration Help Desk

About My Information My Preferences

Edit User Profile

(Please remember to click 'Save' at the bottom of the screen to save any changes.)

* User Name OSteststudent
Password [Change Password](#)

* First Name Joan * Last Name Dooley Middle Initial

* Email Address

Office Phone Ext (if req'd)

Mailing Address 1

Mailing Address 2

City

State

Zip Code Type Zip Foreign Zip APO

Zip Code

Country

Department Interior
Bureau Office of the Secretary
Region
Org Name
Other Org ID

Org Code

Job Series

Done Trusted sites

Start Michael B Inco... RE: New Emplo... Minerals Man... How to Update ... 10:47 AM

For help editing your profile, contact your OS Data Steward at: 866-466-1998
For help with system specific problems, contact the vendor at: doilearn@geolearning.com

Hint: Always log off DOI LEARN using the “Log Off” option and not the “X” at the upper top right corner of your browser window. You may still be running if you don’t and slowing the system down.