

Interior Museum Program Training: Instructions for Accessing DOI Learn Courses

DOI Employees

This only applies to learners who are on DOI's payroll. If you are not being paid through DOI (e.g., a DOI internship paid through an external program), go to the instructions for non-DOI employees.

Getting started with your account:

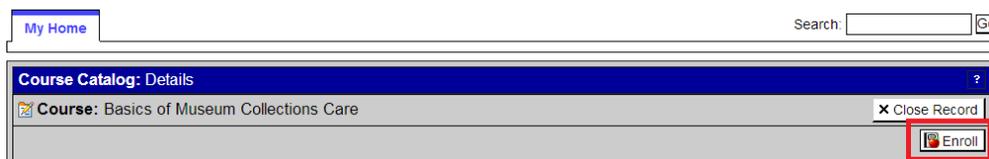
- You will be automatically registered for a DOI Learn account when you become an employee at DOI and are added to the payroll. You should not have to do, register, or sign up for anything.
 - Do NOT use the "Request a New Account" link on the DOI Learn login screen. This is in a bolded red font on the DOI Learn portal page, so it's probably pretty important. I'll say it again: **Do NOT use the "Request a New Account" link on the DOI Learn login screen.**
- You will receive an email with login instructions when your account is created.
 - If you have not received this email after you have received more than one paycheck, contact your [Bureau Data Steward](#).
- It may take several weeks for your information to appear in DOI Learn.

Logging In:

- Go to [DOI Learn](#). For your first time logging in, follow the instructions in the email with your login information.
 - You will be prompted to change your password. Change it.
 - Make sure to update your profile information!
- In general, your login information should be something like:
 - Username: Your full DOI email (e.g., John_Snow@ios.doi.gov)
 - Password: The password you set on your first login (NOT the password you use to login to your DOI computer account)

Enrolling in a course:

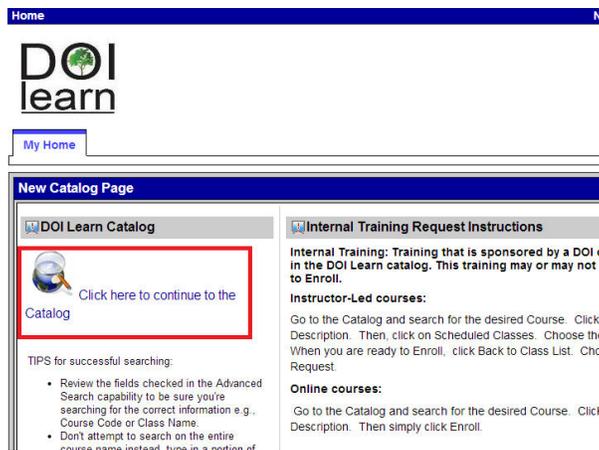
- The following screenshots have the appropriate buttons and links boxed in red.
- If you have already searched the Interior Museum Program's [Course Catalog](#) and you know what course you want to take:
 - Use the link provided to go directly to the course page.
 - Click "Enroll." To take the course, click "Launch." You do not have to take the course immediately.



To launch a learning activity, click the activity name or select the activity and click the **Launch** button. To return to the previous page, click **Close Record**.

Select	Activity Name	Score	Progress	Last Accessed	Time Taken	Attempts
<input type="radio"/>	Basics of Museum Collections Care		Not Attempted			
<input type="button" value="Launch"/>						

- You're all set!
- While we highly recommend using the IMP [Course Catalog](#) to find a course (it's much simpler and the most complete record of IMP's online DOI Learn courses), follow the following procedures if you wish to search the catalog to find a course:
 - Click on "Search the Catalog/Register for a Course" on the home screen. Next, click on "Click here to continue to the Catalog." The appropriate links are boxed in red.



- Enter your search terms into the search bar and click "Go." We recommend making sure that the buttons for "Course Name," "Course Code," and "Course Description" are checked.

Home Notes Help Contact Us Log Off
 Logged in as: LARA HOWERTON
 My Home Search: Go
Course Catalog: Alphabetically
 Search for: DOIU-2614-OLT-DOI-org Go
 Search Fields: Course Name Course Code Course Description Vendor Name Class Name Class Description Session Date (m/d/yyyy) Instructor
 Filter Results:
 Course Category: (Any)
 Course Type: (Any)
 Location: (Any)
 Classroom: (Any)
 Featured Courses Bundles By Category **Alphabetically** ILT Calendar Online Resources

- Once you have selected a course, click on its name. Follow the procedures above to enroll in it.

Non-DOI Employees (“External Learners”)

These instructions apply to people who are not DOI employees. Contractors, volunteers, interns, and other interested parties should refer to these instructions. If you are a DOI employee, do not follow these directions.

Getting started with your account:

- To request an account, you must have a specific course in mind. Make sure to record the course code for this course. To find a specific course, you can:
 - Use the IMP’s [Course Catalog](#). We highly recommend this option.
 - Use the [public DOI Learn catalog](#) to find a course. This option is not recommended because there is no “advanced search” feature, and not all available online courses are listed on the online catalog. For instance, a search for “museum” turns up “Conducting the DOI Inventory of Museum Collections” but not “Basics of Museum Collections Care.” You are likely to miss some of our course offerings!
 - If you still wish to use the public DOI Learn catalog, use the “Show Options” button to display more filters and changing “Results per Page” to 200 to show more results.



Public Catalog Public Catalog Information
Search
 Search Term(s): Go
 Displaying records 1 - 10 of a total of 785. Results per Page: 10

- Now that you have a course in mind, go to the [DOI Learn login page](#). Click on “Request a new account.”
- Fill out the form. Some things to note:
 - The fields marked with a red asterisk are required.
 - In the “Reason for Request” field, you MUST include the course name and the bureau that is sponsoring the course you wish to attend. For the Interior Museum Program courses, this should be “Office of the Secretary.” For courses offered by another bureau, write that bureau.
 - If you have previously been affiliated with DOI (e.g., contractor, volunteer, etc.), make a note of that in the “Reason for Request” field. There may already be an account for you in the system.
 - Example:



You must include the course title/number and the bureau that is sponsoring the course you want to take.

i Please enter the following information to create an account.
 Note: * Required Fields.

*Add Reason: I am an intern with BR. I want to take "Basics of Museum Collections Care." (DOIU-2614-OLT-DOI-org)
 Sponsoring Bureau: Office of the Secretary

*Username: _____
In the Username alphanumeric characters including dot, hyphen, underscore and @ can be used (no spaces).

*First Name: _____ Initial: _____

*Last Name: _____

*Email Address: _____

*Confirm Email Address: _____

*Address: _____

*City: _____

*Postal Code Type: US ZIP Foreign Postal Code APO

*Postal Code: _____

*Country: Select One: _____

*State/Province: N/A _____

*Office Telephone: _____

Ext: _____

*Time Zone: (UTC -11:00) Pacific/Apia _____

- Click “Create Account” at the bottom. You should receive an automatic email stating that your request was received. All requests are approved manually, so the approval process may take up

to three business days. When your request is approved, you will receive an email with your username and password.

Logging In:

- For your first time logging in, follow the instructions in the email with your login information.
 - You will be prompted to change your password. Change it.
 - Make sure to update your profile information!

Enrolling in a course:

- Now that you have access to DOI Learn, follow the procedures outlined in “DOI Employees, Enrolling in a Course” to enroll.