

TRANSIT INTEGRITY AWARENESS TRAINING LOGIN INSTRUCTIONS

To enhance management controls for preventing Transportation Subsidy Benefit Program fraud, waste, and abuse, recertification (e.g., FY 2020) mandatory training, application submission and, program withdrawal) is required by all participants on an annual basis. Recertification must occur before November 1, 2019, in order for participants to receive the Transportation Subsidy Benefit Program for Fiscal Year 2020.

All Transportation Subsidy Benefit Program Participants must complete the requirements for recertification; take the mandatory online Transit Integrity Awareness Course training, complete a Transportation Subsidy Application/Expense Worksheet; and/or withdraw from the Program.

Please note Program Participants are required to complete the online Transit Benefit Integrity Awareness Training Course, prior to submitting their Recertification documents to Program Coordinators for review and processing.

NEW DOI Talent USERS (NEW EMPLOYEES ONLY)

1. Federal Personnel Payroll System actions must be established prior to the creation of a DOI Talent account. There is often a delay associated with this personnel action.
2. If you do not have access to the online learning portal, there is an alternate training method.
3. Download an online version of the Transit Benefit Integrity Awareness Training course at [DOI Talent Downloadable CDs](#). Then take the Transit Benefit Integrity Awareness Training course; print out and retain a copy of your Certificate of Completion and submit evidence of completion to your bureau/office Transportation Subsidy Program Coordinator. DOI Talent Program System Administrators cannot track training history from employees who download this training.
4. For help with technical difficulties, please contact the DOI Talent helpdesk at 1-888-367-1622, menu option 3, then 6 (Monday - Friday, 6:00 am - 5:30 pm, Mountain) or csc_it_services_helpdesk@ios.doi.gov .

EXISTING DOI Talent USERS

1. To access the FY 2020 Transit Benefit Integrity Awareness Training course: Click on this [link](#).
2. It will take users to the DOI Talent login screen.
3. Log into the system with your user id and password.
4. Click Enroll (located on the right side of the screen) to register into the Transit Benefit Integrity Awareness Training course.
5. You will need to successfully pass the post assessment with a score of 70% to receive a completion certificate for the course.
6. For help with technical difficulties, please contact the DOI Talent helpdesk at 1-888-367-1622, menu option 3, then 6 (Monday - Friday, 6:00 am - 5:30 pm, Mountain) or csc_it_services_helpdesk@ios.doi.gov .

TRAINING NOTES

1. If you have access to the online DOI Talent learning portal, DOI Talent Program System Administrators will forward weekly electronic reports to your Coordinator to verify your completion; just print out and retain a copy of the Certificate of Completion for your records.
2. If you are unable to access the online DOI Talent learning portal, you MUST submit evidence of completion of the Transit Benefit Integrity Awareness Training course. The Integrity download CD provides a Certificate of Completion without the DOI Talent seal.
3. Headquarters-level Bureau/Office Transportation Subsidy Program Coordinators can be found at this [link](#).
4. Visit the [Transit Subsidy](#) and the [Annual Transportation Subsidy Program Recertification](#) webpages to view/access Program Applications, forms, policies and procedures, and additional Transit Subsidy Program information.