

JOB AID: Request a DOI Learn Account (for Non- Department of Interior Participants):

You must have an account in DOI Learn before you can register for a class, such as

Electrofishing Safety (CSP2202)

Principles & Techniques of Electrofishing online (CSP2c01)

Principles & Techniques of Electrofishing in-person (CSP2201)

- 1) Go to: <https://gm2.geolearning.com/geonext/doi/login.geo>
- 2) Click Request a “new account.”

i User ID and password are required. If you need assistance, email: doilearn@sumtotalsystems.com. DOI EMPLOYEES: DO NOT use the Request New Account link below to obtain access. Get more info at: <http://www.doi.gov/doilearn/> .
Note: *Required Fields.

Login Form:

*Username:

*Password:

Forgot your [password?](#)
Request a [new account](#)

- 3) Fill out all Required Fields
- 4) In the “Add Reason” Field you MUST type in the course you will be taking. This is ESSENTIAL. If you do not fill in this field, your account request may be denied.

i Please enter the following information to create an account.

Note: * Required Fields.

*Add Reason:

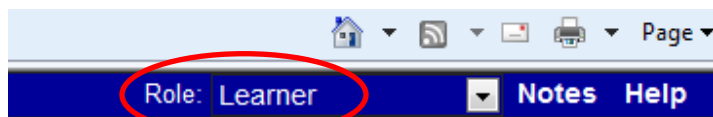
Then click

- 5) Usually within a day, you will receive an email from *DOI Learn* containing your log-in information (username and password).
- 6) To register via DOI Learn please follow the instructions in the following job aid *Register for a class*
- 7) If you have questions please contact **the NCTC registrar at 304-870-7101 or nctc_training@fws.gov**

JOB AID: Register for a Class (DOI Participants and those with DOI Learn Accounts)

To register via DOI Learn please follow the instructions below.

- 1) Go to: <https://gm2.geolearning.com/geonext/doi/login.geo>
- 2) Enter your Username and Password
- 3) Ensure your "Role" at the top of the screen is "Learner." Use the drop down arrow if it isn't set.





Logged

- 4) Click "Search the Catalog Register for a Course" Icon


**The SkillSoft Online Course Library is available DOI Federal Employees, volunteers, interns and contract*

If you would like to learn more about DOI Learn, please attend one of the Administrative Roles. For further details and registration please [click here](#)


 **Wondering Where to Start?**



Search the Catalog
Register for a Course

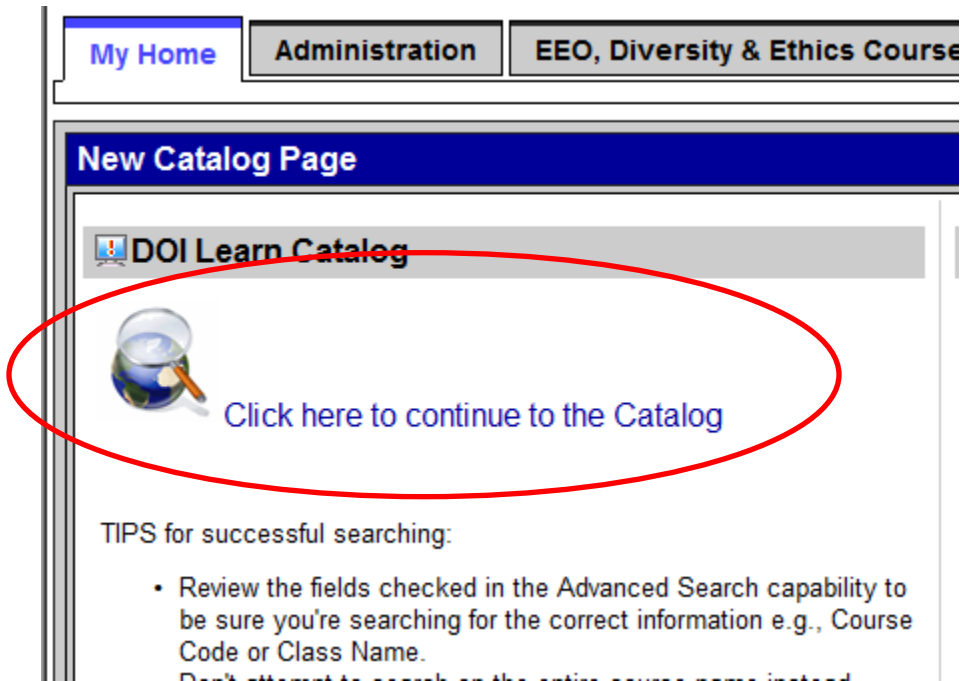


Update My Profile

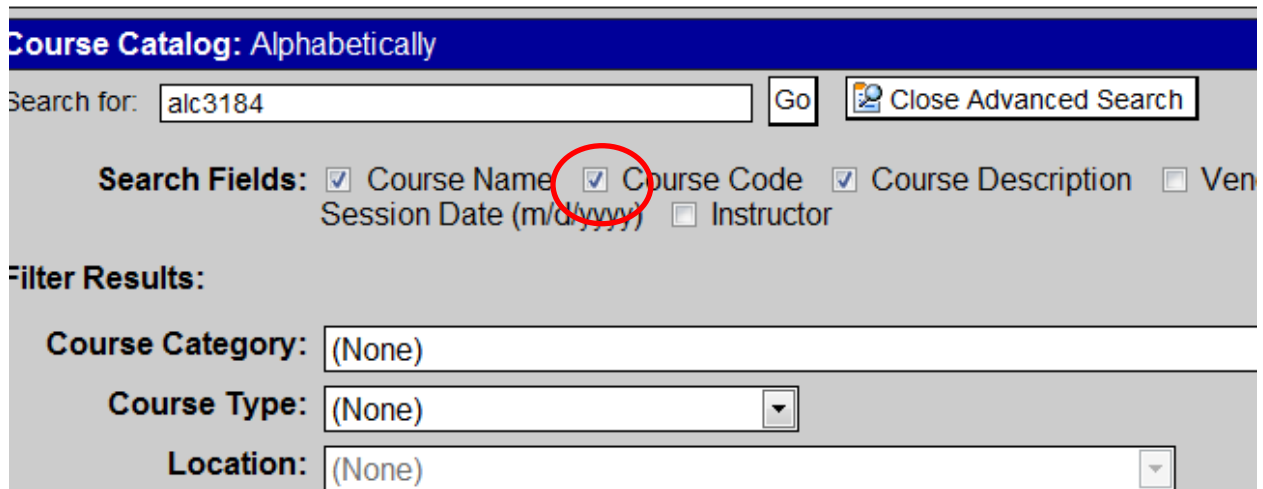


Update

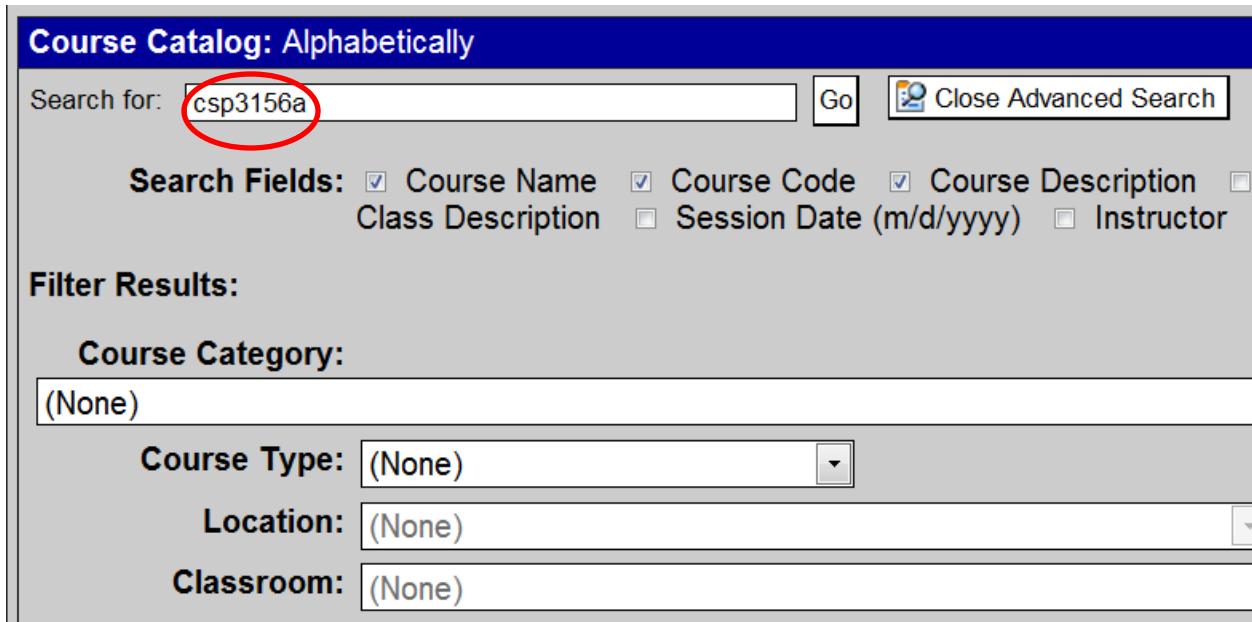
5) Select "Click here to continue to the Catalog"



6) Click the button "Advanced Search"; put a check mark in the box next to "Course Code"



7) Type in course name or course code (e.g., csp3156a) and enter or click on “Go” button



Course Catalog: Alphabetically

Search for:

Search Fields: Course Name Course Code Course Description Class Description Session Date (m/d/yyyy) Instructor

Filter Results:

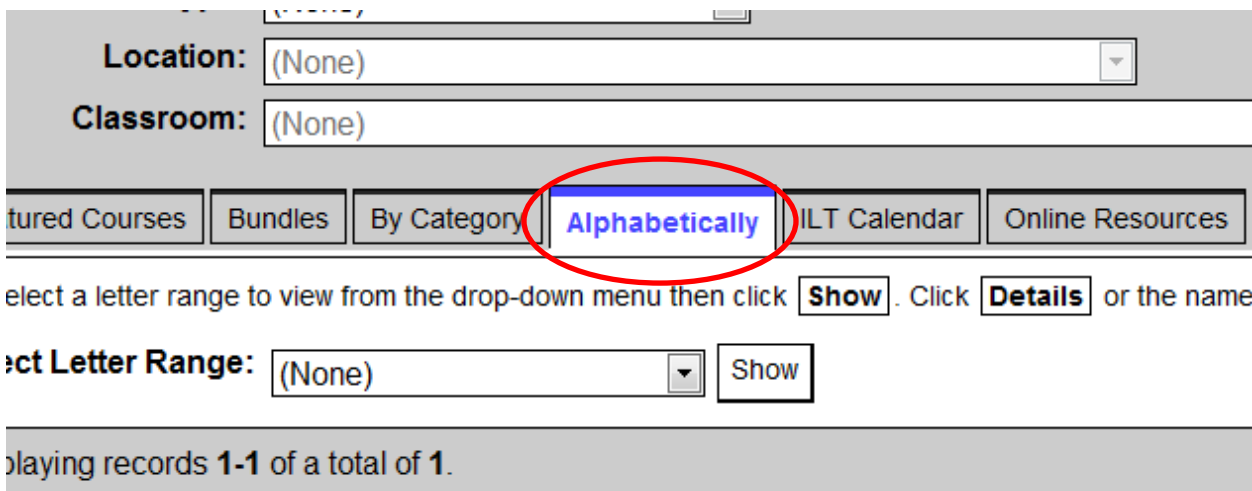
Course Category:

Course Type:

Location:

Classroom:

8) Ensure the tab “Alphabetically” is selected



Location:

Classroom:

Select a letter range to view from the drop-down menu then click . Click or the name

Select Letter Range:

displaying records **1-1** of a total of **1**.

9) Scroll down and under results find the appropriate course name and follow directions in the course description to apply for this class in DOI Learn.

10) Payment: follow credit card instructions. If you have a tuition-waiver or the course is tuition-free, select “No payment required” in the drop-down box.