



Before you access DOI LEARN

To optimize the performance of the online modules, you should make sure that your computer settings match the parameters listed below.

1. Use Microsoft® Internet Explorer version 5.0 or higher on the Microsoft® for Windows® operating system. On Macintosh, use OS 10.3 and either IE 5.2 or Safari.
2. Java should be “enabled” and the version should be “1.5.0_06”
3. If you have a Google, Yahoo, or any additional toolbar open, you need to uninstall it.
4. Your screen resolution size should be set to 800 x 600 pixels if you want to maximize the course size. You should not try to maximize the text by increasing font size beyond the “medium” setting.
5. Additional help is available by clicking the Help button on the left side of each screen in the modules. If you continue to experience problems, telephone the Government Online Help Desk at (888) 722-3647.

Logon to DOI LEARN for the First Time

1. Open Internet Explorer and go to <https://doilearn.doi.gov> In the login dialog box, the default setting for “Turn on 508 Compliance” is NO. Users with visual or other impairments may select Yes to use the 508 compliant version of DOI LEARN.
2. Log on with your pre-set User Name and Password. Your pre-set user name will consist of your first initial, the first four characters of your last name, and your birth date in a MMDDYYYY format. For example: *James Smith* whose birthday is *October 31, 1955* would use the following User Name: **jsmit10311955** (The User Name is not case sensitive)
3. Your pre-set password (first time logon only) is: **!ChangeIT!** (The password is case sensitive)
4. Create a New User Name
 - Your new username must be unique. Because there are over 80,000 accounts in DOI LEARN, there is a possibility that the new User Name you select may already have been chosen by someone else. In that case, you will be required to choose a different name.
 - The system will not allow you to reuse the pre-set User Name that you used to log on, or create a New User Name that contains blank spaces or non-alphanumeric characters (e.g. @, !, _).
 - Your New User Name will be visible to your supervisor and system administrators who approve your training and manage your training records.
5. Enter your correct Internet **e-mail address**
6. In the **Supervisor’s Last Name** box, type in your supervisor’s last name and click **Go**. After the screen refreshes, scroll down in the **Training Approval Official** box and **select your supervisor**.
7. Create and confirm a **new strong password** (at least 8 characters, contains one special character [e.g. @ # \$ %]: contains one number).
8. Click the **Log On** button, read the **Rules of Behavior**, then click **Accept Rules** .
9. If you are presented with a **Security Alert** dialog box, click **Yes** to move on.
10. Click on the **Administration** tab, then click on **My Information**. Update the **Phone** and **Address** fields with your business contact information.
11. Click **Save** to apply your updates.