



DOI LEARN Course Registration

Course Registration

1. Open Internet Explorer and logon to DOI LEARN <https://doilearn/doi/gov>
2. Click on the **Catalog** link in the Quick-menu bar at the top right of your screen. This will take you to the **NPS DOI LEARN Course Catalog**.
3. Scroll down and you will see the course title **Park Planning** listed as a featured online course.
4. Click on the course name and you will be taken to the registration page.
5. Enter **0** (zero) in the following required field:
 - a. **Estimated Travel Costs**
 - b. **Estimated Per Diem Costs**
 - c. **Estimated Materials Costs**
6. In the **Who's Funding** field, select **Agency**
7. Click **Apply**. You will be automatically returned to the NPS DOI LEARN Course Catalog page. You should see **Registration Successful** in red letters just above the search field. You will also receive an automatically generated e-mail, notifying you of your registration for the course.

Launching the Course

1. On the DOI LEARN navigation bar, click on **My Courses**. You will be taken to the My Courses page; click on **Online Courses**.
2. On the Online Courses page, you will see a menu of all the online courses for which you are registered. Click on **Park Planning**.
3. A new window will open showing your status for this course as **Not Attempted**. Inside this new window, click on the course name, and another window will open in which you will view the course.
4. Click on **Enter the Course** to begin.

Notes Specific to the Park Planning course:

- There are seven (7) online modules to the Park Planning training course. Registering for the first module will allow access to the following 6 modules.
 - These 7 modules are a prerequisite to the Park Planning classroom training.
 - The classroom training is a separate announcement, and will be available shortly. Registration will be available through DOI LEARN.
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