

HOW TO LOCATE AND APPLY FOR A TEL CLASS IN DOI LEARN

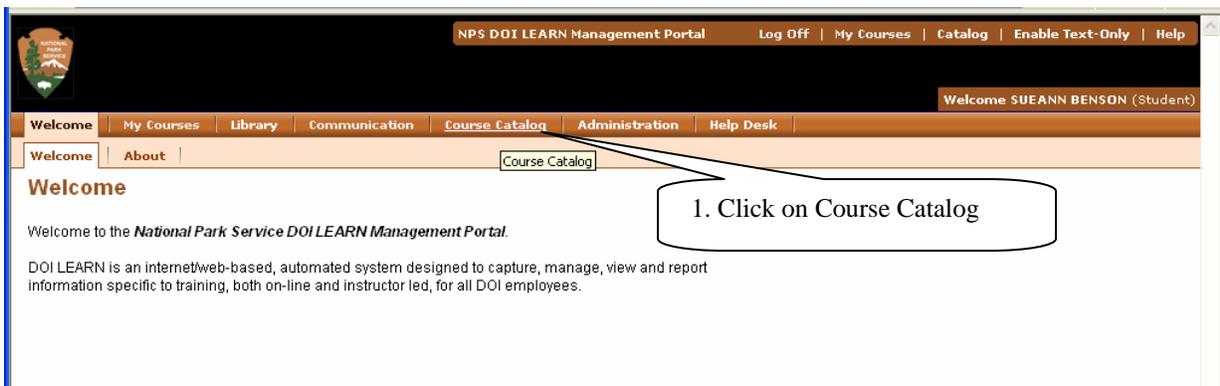
Before you apply for a TEL course, you first need to contact your TEL Site Manager to see if they can provide the training. If you do not know who this person is, go to the TEL website @ http://www.nps.gov/training/tel/tel_sites.htm and locate the email address. TEL Site Managers can not provide this training for you unless you notify them of your interest.

Current listing of TEL classes can be found @ <http://www.nps.gov/training/tel/schedule.htm>.

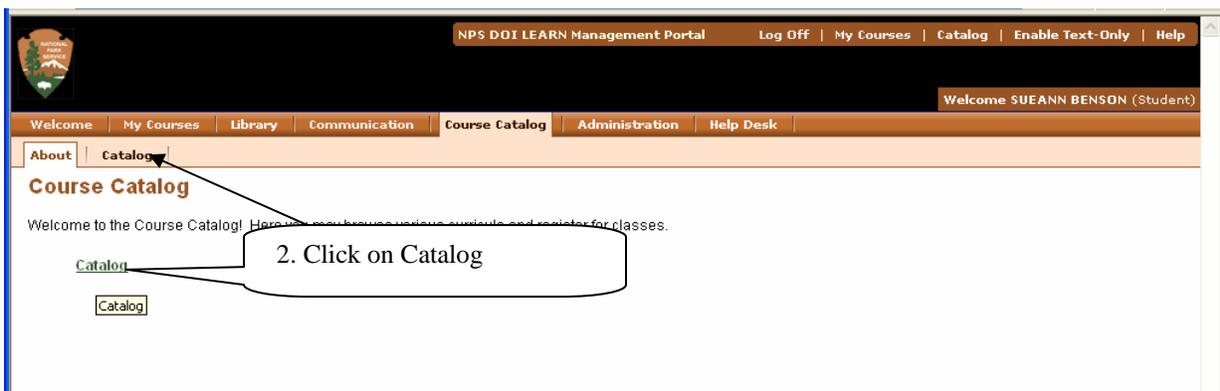
Log in to: <https://doilearn.doi.gov/>

How to login, first time user instructions and misc. reference documents can be located @ <http://inside.nps.gov/waso/custompages.cfm?prg=63&id=4144&lv=2&pgid=1530>

1. Once logged in, select Course Catalog.



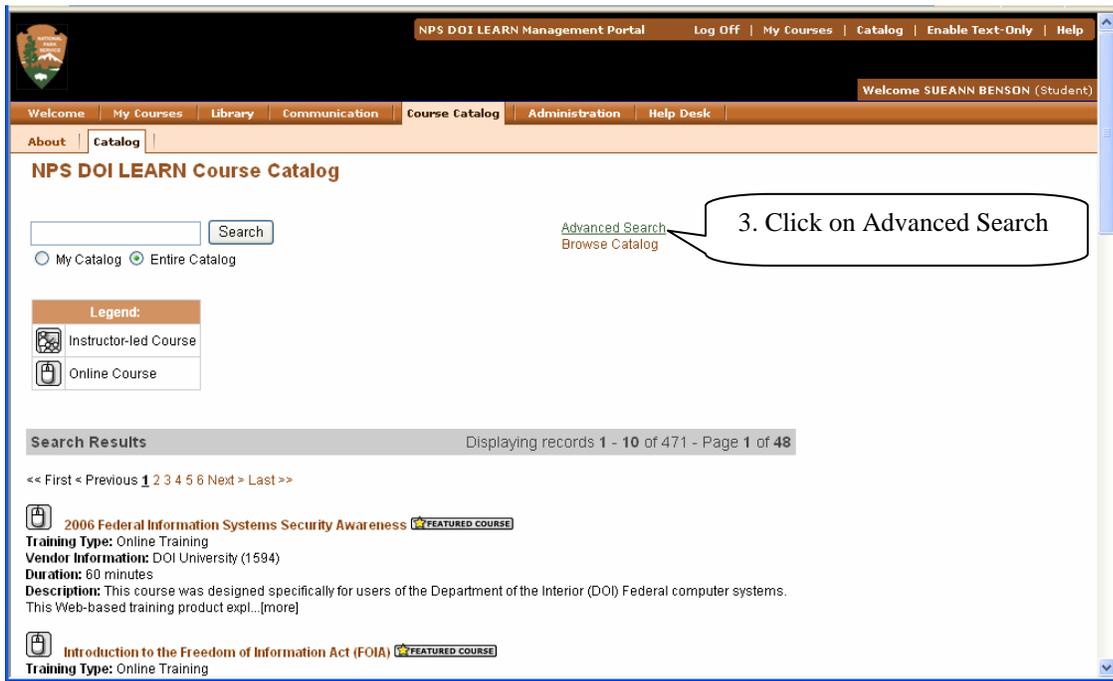
2. Click on Catalog



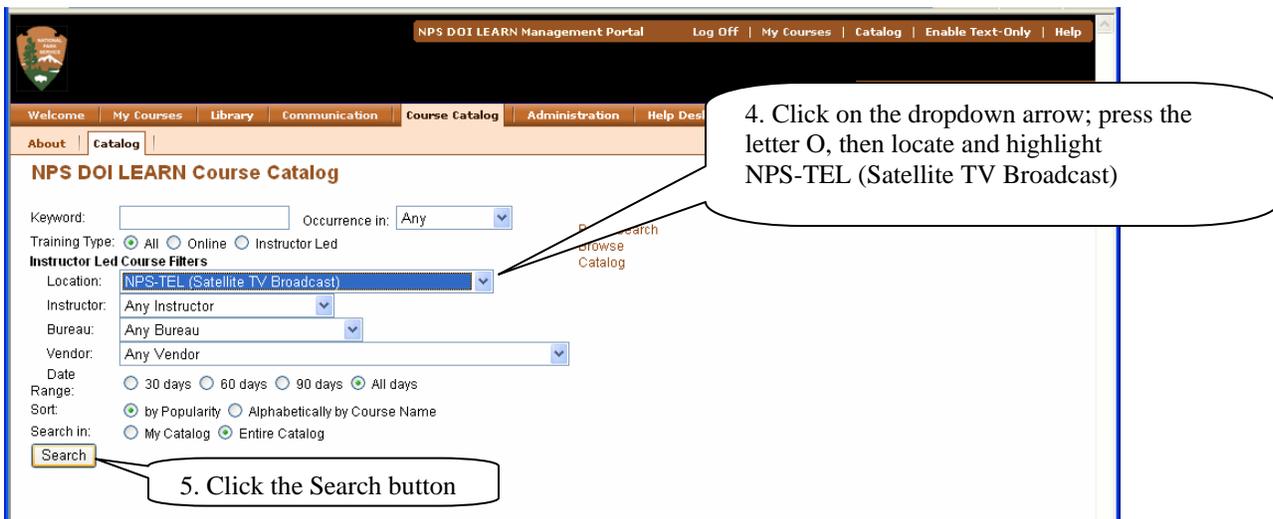
To locate TEL classes, there are 3 recommended searches. Use the course code, class title or search by location. If you search by course code or class title, the specific class will be displayed. If you searched by location, you will see all TEL classes available for registration.

SEARCH BY LOCATION:

3. Click on Advanced Search



4. Change the Location to: NPS-TEL (Satellite TV Broadcast);
 - a. Click on the drop down arrow, press the letter O; locate and highlight NPS-TEL Satellite TV Broadcast.
5. Click on the Search button – go to Step 10.



SEARCH BY CLASS TITLE:

6. Type in the class title
7. Click on the Search button – go to Step 10.

6. Type in the Class Title

7. Click on the Search button

The screenshot shows the NPS DOI LEARN Management Portal. The navigation bar includes 'Welcome', 'My Courses', 'Library', 'Communication', 'Course Catalog', 'Administration', and 'Help Desk'. The 'Course Catalog' page has a search bar with 'Ethics Training' entered and a 'Search' button. Below the search bar is a legend with 'Instructor-led Course' and 'Online Course'. The search results section displays 'Ethics Training - BROADCAST' with details on training type, vendor, duration, description, objectives, and locations.

SEARCH BY COURSE CODE:

8. If you know the course code, type it in the Keyword box (example = NPS-LAW2000)
9. Click on the Search button

8. If you know the course code, type in the Keyword box.

9. Click the Search button

The screenshot shows the NPS DOI LEARN Management Portal. The navigation bar includes 'Welcome', 'My Courses', 'Library', 'Communication', 'Course Catalog', 'Administration', and 'Help Desk'. The 'Course Catalog' page has a search bar with 'NPS-LAW2000' entered. Below the search bar are various filters including 'Training Type', 'Instructor Led Course Filters', 'Date Range', and 'Sort'. The search results section displays 'Legal Update' with details on training type.

On the below screen information, notice the “Displaying records 1-8 of 8 – Page 1 of 1 when you searched by Location? This means there are 8 TEL classes available for registration.

10. Using the right side scroll bar, scroll down until you locate the class.
11. Click on the class title.

NPS DOI LEARN Management Portal Log Off | My Courses | Catalog | Enable Text-Only | Help

Welcome | My Courses | Library | Communication | **Course Catalog** | Administration | Help Desk

About | **Catalog** |

NPS DOI LEARN Course Catalog

Keyword: Occurrence in:

Training Type: All Online Instructor Led

Instructor Led Course Filters

Location:

Instructor:

Bureau:

Vendor:

Date Range: 30 days 60 days 90 days All days

Sort: by Popularity Alphabetically by Course Name

Search in: My Catalog Entire Catalog

Legend:

- Instructor-led Course
- Online Course

Search Results Displaying records 1 - 8 of 8 - Page 1 of 1

Introduction to the Servicewide Comprehensive Budget Call (SCC)
Training Time: Instructor Led Training

10. Use the scroll bar to scroll down and see all available TEL classes

11. Locate and click on the class title

Displaying records 1 – 8 of 8 – Page 1 of 1 indicates there are 8 TEL classes available for registration

10. Now you should see the specific Class Details. If this same class is being offered on multiple dates, you will need to scroll down and locate the class date you are interested in.

To apply for the class, you must enter in:

- a. Estimated Travel Costs: 0 (if you have no travel costs that you will be reimbursed)
- b. Estimated Per Diem Costs: 0
- c. Estimated Materials Costs: 0
- d. Who's Funding: Select Agency

11. Click the Preview Schedule button

This course does not require supervisory approval.

Categories: Business Administration & Financial Management

Course Objectives: At the end of this course, participants should be able to: --Understand what the SCC is --Identify and understand the actions which take place during the SCC --Understand what resources they need to consult during the SCC and who they can consult for assistance with their questions -- Identify and understand a park/unit's responsibilities during the SCC --Identify and understand a region's responsibilities during the SCC --Identify and understand a WASO program area's responsibilities during the SCC

Target Audience: Any NPS employee who uses PMIS or has an interest in learning about it.

Course Tuition: \$0.00

Class Dates: 10/17/2006 - 10/17/2006 Tu

Classroom (Location): TEL Broadcast Site (NPS-TEL (Satellite TV Broadcast))

Primary Contact: Name: SUEANN BENSON
Email: sue_benson@nps.gov
Phone:

Secondary Contact: Not Available

Other Contact: Not Available

Students Registered: 9 of 1500

Prerequisites: None

*Estimated Travel Costs:

*Estimated Per Diem Costs:

*Estimated Materials Costs:

*Who's Funding:

Back Preview Schedule

*Denotes a required field.

10. FOR TEL CLASSES:

Estimated Travel Costs: 0

Estimated Per Diem Costs: 0

Estimated Materials Costs: 0

Who's Funding: Select Agency

11. Click on Preview Schedule

12. On this next screen, to sign up for the class, click on Apply.

NPS DOI LEARN Management Portal Log Off | My Courses | Catalog | Enable Text-Only | Help

Welcome SUEANN BENSON (Student)

Welcome | My Courses | Library | Communication | **Course Catalog** | Administration | Help Desk

About | **Catalog**

ILT Schedule For: SUEANN BENSON

#	Class Name/Course Name	Dates	Time	Days	Options
1.	FWS-2006-0629-ITV & WEBCAST Early Detection Surveillance for Avian Influenza Avian Disease Distance Learning	06/29/2006 - 06/29/2006	11:00 PM - 11:45 PM	Tr	Print SF-182 >
2.	NPS-2006-0824-NCTC ADM6634 Introduction to NPS DOI LEARN for Training Administrators	08/24/2006 - 08/25/2006	8:00 AM - 4:00 PM	Tr F	Print SF-182 > Survey(s) >
3.	FWS-2006-0907-NCTC (Ethics Broadcast) Ethics Annual Training BROADCAST	10/13/2006 - 10/13/2006	1:00 PM - 2:30 PM	F	Request to Drop > Print SF-182 >
4.	NPS-2006-1017-TEL Introduction to the Servicewide Comprehensive Budget Call (SCC)	10/17/2006 - 10/17/2006	1:00 PM - 3:00 PM	Tu	Apply >

Back

12. Click on Apply

Privacy Act Accessibility

13. You are registered for the TEL class.
14. You may also want to check “My Courses” – click on the My Courses link
For TEL classes, locate and click on Instructor-Led courses.

Class Registered.

13. Class Registered

14. Click on My Courses

#	Class Name/Course Name	Dates	Time	Days	Options
1.	FWS-2006-0629-ITV & WEBCAS Avian Disease Distance Learning Avian Disease Surveillance for Avian Influenza	06/29/2006 - 06/29/2006	11:00 PM - 11:45 PM	Tr	Print SF-182 >
2.	NPS-2006-0824-NCTC AD Introduction to NPS DOI Learning	08/24/2006 - 08/25/2006	8:00 AM - 4:00 PM	Tr F	Print SF-182 > Survey(s) >
3.	FWS-2006-0907-NCTC (ETHICS) Ethics Annual Training BROADCAST	10/13/2006 - 10/13/2006	1:00 PM - 2:30 PM	F	Request to Drop > Print SF-182 >
4.	NPS-2006-1017-TEL Introduction to the Servicewide Comprehensive Budget Call (SCC)	10/17/2006 - 10/17/2006	1:00 PM - 3:00 PM	Tu	Request to Drop > Print SF-182 >
5.	NPS-2006-1019-TEL Employee Due Process	10/19/2006 - 10/19/2006	1:00 PM - 3:00 PM	Tr	Request to Drop > Print SF-182 >
6.	NPS-2006-1025-TEL PMIS III - Creating an Effective PMIS Entry	10/25/2006 - 10/25/2006	1:00 PM - 3:00 PM	W	Request to Drop > Print SF-182 >
7.	NPS-2006-1129-TEL Hiring Flexibility: Navigating Through the Hiring Process	11/29/2006 - 11/29/2006	1:00 PM - 4:00 PM	W	Request to Drop > Print SF-182 >

15. You will receive an automated email confirmation from govsupport.

govsupport@geolearning.com
10/04/2006 01:34 PM
AST

To: sue_benson@nps.gov
cc:
Subject: Registration Confirmation

The training centers of the Bureau of Land Management, US Fish and Wildlife Service, DOI University and Office of Surface Mining are in the process of implementing a new training tracking system called, DOI LEARN.

This communication is intended only to acknowledge that SUEANN BENSON's registration for the

COURSE NAME: Introduction to the Servicewide Comprehensive Budget Call (SCC)
CLASS NAME: NPS-2006-1017-TEL
START DATE: 10/17/2006
LOCATION: NPS-TEL (Satellite TV Broadcast) - TEL Broadcast Site

has been entered into our new tracking system.

You may have already received enrollment information from the Course Manager. This email does not supercede that information. If you haven't received any confirmation from your Course Manager yet, you will be hearing from them prior to the class start date. Please do not make any travel arrangements based on this email.

No response from you is required based on this email.

Thank you!

Please note that the majority of TEL classes do not require supervisory approval. However, if a TEL class does require supervisory approval, the TEL class you apply for will not appear until your supervisor has approved the class.

Supervisor instructions can be located @ <http://inside.nps.gov/waso/custompages.cfm?prg=63&id=4144&lv=2&pgid=1530>