

HOW TO VALIDATE TRAINING THAT YOU HAVE COMPLETED



U.S. Department of the Interior
Learning Portal


Slide#1: A How-To Tutorial on to How to Validate Training – this sends a copy of your training to your Electronic Personnel File (eOPF).

DOI Learn



U.S. Department of the Interior
Learning Portal

Login

 For help: email: doilearn@sumtotalsystems.com. DOI EMPLOYEES: DO NOT USE "Request New Account" link below to obtain access. More Info at: <http://www.doi.gov/doilearn/>

Note: * Required Fields.

Login Form:

* Username:


* Password:

[Forgot your password?](#)

[Request a new account.](#)

Enter

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Slide#2: Log into DOI LEARN: <https://qm2.geolearning.com/geonext/doi/login.geo>

Enter your Username and Password. If you need a new Password, click on "Forgot your Password?"

You can also contact the DOI LEARN helpdesk at 1-866-466-1998 or email:

doilearn@sumtotalsystems.com If your account is locked, please contact the helpdesk.

If you do not have an account, go to this link:

<https://www2.usgs.gov/humancapital/documents/DOILEARNAccounts.pdf> for information.

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My Home

Announcements

**Federal employees, spouses and dependents are now eligible for a 5% tuition reduction on programs and courses offered online at Penn State World Campus, the online campus of Penn State. For more information about online programs please visit the Penn State World Campus website.

**Did you recently purchase a Windows 10 computer? We have Windows 10 courses to help! Enroll in this bundle of courses - if you don't want to take them all, you can simply drop the ones you don't need.

Wondering Where to Start?

 Search the Catalog Register for a Course	 Update My Profile Update My Timezone	 Update My Supervisor	 Update/Change My Password	 View My Transcript
 Access My Elective Training	 Access My Required Training	 Print Completion Certificates: Required Training	 Print Completion Certificates: Elective Training	 View My Training Requests
 Validate Training Completions <i>DOI Employees Only</i>	 Submit External Training Request SF-182 Training Form	 Find Online Resources, Course Materials & Other Documents	 What Mandatory Training Do I Have to Take?	 Job Aids, Desk References and How-To's

Slide#3: Using your Learner Role (if you have more than one role), click on “**Validate Training Completions**”.

Note: Validations of training are only required for training that required supervisory approval to attend. This step will not be available until your supervisor has approved your training at it has been marked **Complete in the Gradebook**. For External Training Requests (SF-182 form): Your supervisor must mark Complete any training submitted on a SF-182 before training can be Validated.

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Maestro Learning Management System Logo

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Validation of Training Completion: All Validation Requests

Search Advanced Search

All Validation Requests Pending Denied Validated

To manage a record, select the desired item and take the appropriate action.

Displaying 1-7 of 7 records. 10 25 50 100 200

Edit Print

Select	Course	Date Submitted	Request Status	User Name	Email Address
<input type="radio"/>	Crucial Conversations (USGS)	11/17/2011	Validated	mkhood	noreply@sumtotalsystems.com
<input type="radio"/>	Resiliency Workshop	12/6/2012	Validated	mkhood	noreply@sumtotalsystems.com
<input type="radio"/>	Advanced Facilitation for Facilitators	1/11/2013	Validated	mkhood	noreply@sumtotalsystems.com
<input type="radio"/>	TSP @ a Glance	4/11/2015	Pending	mkhood	noreply@sumtotalsystems.com
<input type="radio"/>	TSP- Pre-Separation	4/11/2015	Pending	mkhood	noreply@sumtotalsystems.com
<input type="radio"/>	USGS Leadership 101	4/6/2016	Validated	mkhood	noreply@sumtotalsystems.com
<input type="radio"/>	Retirement Planning for CSRS Employees - DOI University	8/17/2016	Pending	mkhood	noreply@sumtotalsystems.com

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Slide#4: After your request has been completed, you must validate your training for the information to be sent to OPM's Enterprise Human Recourses Information System (EHRI).

Select the radio button next to the course you would like to validate, click on "Edit".

Validation of Training Completion: Validation of Training Completion

Learning Request For: John Doe Close Record

Validate Submit for Validation Print

Details Approval **Validation of Training Completion**

Validation of Training Completion

Validating Official: John Doe
Telephone Number: n/a
Request Status: Pending
Validation Date: n/a

Actual Training Costs: Require learner to submit their actual training costs before training completion can be validated.

Actual Training Costs

Direct Costs

	Estimated	Actual
Tuition:	\$0.00	0.00
Books and Material:	\$0.00	0.00
Other:	\$0.00	0.00
Total:	\$0.00	\$0.00

Indirect Costs

	Estimated	Actual
Travel:	\$0.00	0.00
Per Diem:	\$0.00	0.00
Other:	\$0.00	0.00
Total:	\$0.00	\$0.00

Actual Training Hours

	Estimated	Actual
During Duty:	0.00	3
During Non-Duty:	0.00	0

Add Review
Comments:

Make these comments viewable to learner's Supervisor

Back Update

Slide#5: Review the training information, Add **Actual Direct** and **Indirect Costs** incurred during your training.

If you have additional information you **MUST** click “**Update**” before you Validate.

Select “**Validate**”.

Validation of Training Completion: Validation of Training Completion

Learning Request For: John Doe Close Record

Print

Details Approval **Validation of Training Completion**

Validation of Training Completion

Validating Official: John Doe

Telephone Number: 515-555-1212

Request Status: Validated

Validation Date: 12/13/2016

Actual Training Costs: Require learner to submit their actual training costs before training completion can be validated.

Actual Training Costs

Direct Costs

	Estimated	Actual
Tuition:	\$0.00	\$0.00
Books and Material:	\$0.00	\$0.00
Other:	\$0.00	\$0.00
Total:	\$0.00	\$0.00

Indirect Costs

	Estimated	Actual
Travel:	\$0.00	\$0.00
Per Diem:	\$0.00	\$0.00
Other:	\$0.00	\$0.00
Total:	\$0.00	\$0.00

Actual Training Hours

	Estimated	Actual
During Duty:	0.00	3.00
During Non-Duty:	0.00	0.00

Add Review Comments:

Make these comments viewable to learner's Supervisor

Updated 12/28/2016 Back Update

Slide#6: Your training has now successfully been validated. Once this is done, no further edits can be made.

You can now print the Validation by clicking on **“Print”** or exit by clicking on **“Close Record”**.

If you need further assistance, contact the DOI LEARN helpdesk at 1-866-466-1998 or doilearn@sumtotalsystems.com.