



IN REPLY REFER TO:

United States Department of the Interior

BUREAU OF RECLAMATION

Great Plains Region

P.O. Box 36900

Billings, Montana 59107-6900



GP-1250

Welcome!

As a new employee with the Bureau of Reclamation (BOR), you will be added to the Department of Interior's Learning Management System (DOI Learn).

All of your training will be tracked and monitored in this system – you will take mandatory online training through DOI Learn as well as register for training. You will receive an email with login instructions from the system when your account has been created. Please be patient. It can take several weeks for your information to appear in DOI Learn. Federal employees should NOT use the "Request a New Account" link on the login screen to request an account.

NOTE: If you have received more than 1 paycheck but haven't received your login, please contact your June Kodeski at 406-247-7726 or Craig Meredith at 406-247-7697.

Once you have logged into DOI Learn, please update your Profile as follows:

- click **Settings and Preferences**
- click **My Profile** tab
- update all blank fields
- set the Time Zone
- click **Update**
- click **My Supervisors** tab
- add supervisors as appropriate (set your direct supervisor)

Learn more about DOI Learn online

- Online orientations (webinars) lasting 1-2 hours will be held every 2nd and 4th Thursday.
- Register in DOI Learn with the Keywords: *Upgrade Intro*.
- Webinar dial-in information will be emailed to registrants.

In order to obtain access to the computer, you will need to complete the IT Security Awareness Training (FISSA Training which also includes Records Management and Privacy Act mandatory training). This training will be provided on a CD.

If you have any questions or need assistance, contact June Kodeski at 406-247-7726 or Craig Meredith at 406-247-7697.