

User Quick Reference Guide

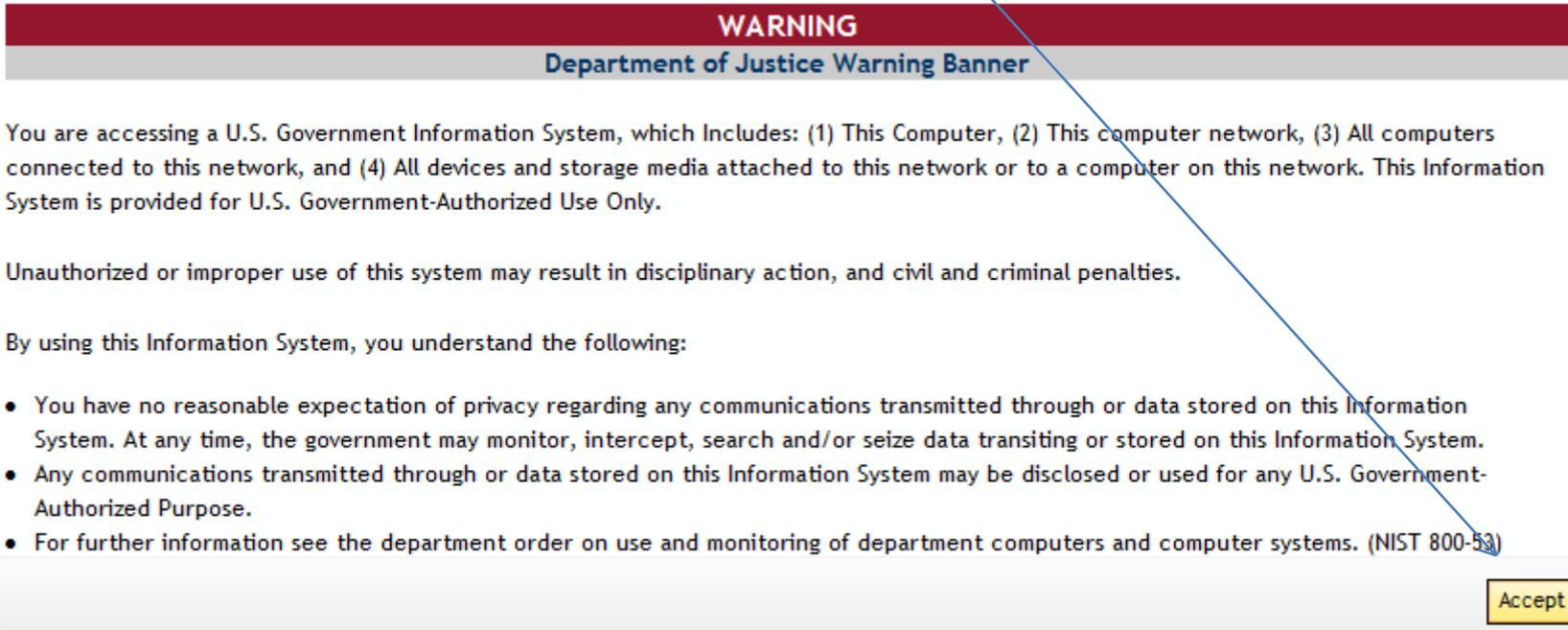
Learning Management System (LMS)



learnDOJ Quick Reference User Guide

- ✓ [Security Banner:](#)
- ✓ [Logging into learnDOJ:](#)
- ✓ [Forgotten Password or User ID:](#)
- ✓ [News Page:](#) New training is displayed on a banner after you log in.
- ✓ [To Do-List](#) : The list of tasks that you need to complete has been combined into one consolidated To-Do List. It contains all mandatory training, assessments (if applicable), surveys, registrations, and information about upcoming external training.
- ✓ [Features of To-Do List:](#) Search for a specific course on your To-Do List. Show Everything or choose All Learning, Registrations, Online Courses, or SF182's.
- ✓ [List View](#) or [Card View](#): This gives you the option of having a list view or card view of your dashboard. You can change the appearance to meet your preference.
- ✓ [Change Password](#): Change your password before it expires.
- ✓ [Check System Alert](#): You will see a red ! advising that your computer does not meet system requirements.
- ✓ [Launching an Online Course:](#) Find the course on the To-Do List, hover over the course title, then click "Go To Content". You can also remove a course or view the details.
- ✓ [External Request \(SF-182\)](#): Easy Links, External Requests (SF-182) and click on "New Request". There is a new feature in learnDOJ—you can now save a draft of your SF-182 and come back later to complete it. Vendor search has changed.
- ✓ [Viewing History](#) : To view your History, click the Status Pod "History" and a list of learning events will appear. You can also obtain your History by clicking on the Reports Easy Link.
- ✓ [Catalog](#): Browsing and searching for items in the Catalog remains the same.
- ✓ [Calendar of Offerings](#): Found under Catalog tab. Provides an overview of training that is currently being offered.
- ✓ Registering from the Calendar:
- ✓ Reports:
- ✓ [Time Expiration Warning](#): You will receive a Time Expiration Warning when your session is about to expire.
- ✓ [Supervisors](#): Supervisors in learnDOJ
- ✓ [Approval Notifications](#):
- ✓ [Approvals](#):
- ✓ [Signing Out](#): Properly Signing out of learnDOJ

Read the DOJ IT Security Warning to familiarize yourself with DOJ's Security Policy and Click the “Accept” button



WARNING
Department of Justice Warning Banner

You are accessing a U.S. Government Information System, which Includes: (1) This Computer, (2) This computer network, (3) All computers connected to this network, and (4) All devices and storage media attached to this network or to a computer on this network. This Information System is provided for U.S. Government-Authorized Use Only.

Unauthorized or improper use of this system may result in disciplinary action, and civil and criminal penalties.

By using this Information System, you understand the following:

- You have no reasonable expectation of privacy regarding any communications transmitted through or data stored on this Information System. At any time, the government may monitor, intercept, search and/or seize data transiting or stored on this Information System.
- Any communications transmitted through or data stored on this Information System may be disclosed or used for any U.S. Government-Authorized Purpose.
- For further information see the department order on use and monitoring of department computers and computer systems. (NIST 800-53)

Accept

Logging into learnDOJ

- Open your Internet Browser and navigate to:

learnDOJ users - www.learn DOJ.gov

OLE/NAC users- www.nac.justice.gov

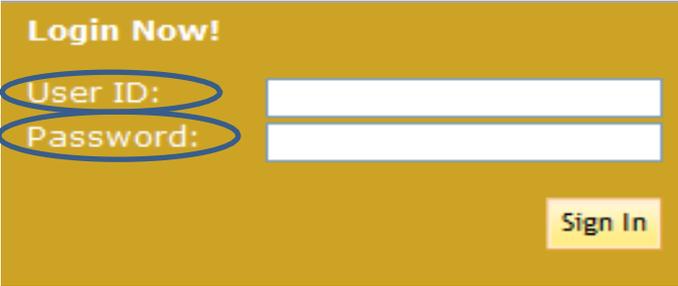
ATF users - www.learnATF.gov

USMS users - www.learnusms.usmarshals.gov

DEA users (on Firebird) - www.DEALS.gov

DEA Users on the internet - www.learnDOJ.gov

- Federal Employees enter your User ID (First Letter of your first name, Middle Initial, First four of your last name and last four of you Social Security Number) and your learnDOJ password. Your password is case-sensitive. If you do not know your log-in credentials or you are a contractor, please contact your components training coordinator of respective help desk



IMPORTANT NOTE: LearnDOJ has a user unlock feature. If this is the first time you are logging in, you will be prompted to establish a security question and answer. You will use this security question to unlock your account if you forget your password. If you do not complete this step, you will not be able to unlock your account in the future without calling an administrator.

Recovering a Forgotten Password or User ID

Select the link of the option you want to perform and follow the steps.

Note: You will have to answer you Security question for the system to send you your user ID or to reset your password

The image shows a login interface on a gold background. At the top left, it says "Login Now!". Below this are two input fields: "User ID:" and "Password:". To the right of the "Password:" field is a yellow "Sign In" button. Below the input fields, there are three lines of text, each preceded by a horizontal line. The first line is "Forgot your Password? [Click here.](#)", which is circled in blue. The second line is "Forgot Your User ID? [Click here.](#)". The third line is "Click here for [admin login.](#)".

News Page

The screenshot shows a web application interface with a 'WARNING' banner overlaid. The banner has a red header with the word 'WARNING' in white. Below the header, the text reads: 'Department of Justice Warning Banner'. The main body of the banner contains a disclaimer about U.S. Government Information System usage, followed by a list of three bullet points regarding privacy and monitoring. Below the disclaimer, there is a section titled 'Enrich your Career with these Learning Opportunities' which features two course cards: 'MS Office 2010 and Win...' and 'IALEIA - The Street Gang...'. Each card has a green person icon and a pencil icon. At the bottom right of the banner is an 'Accept' button. The background of the web application shows a 'learnDOJ' logo, a search bar, and a 'To-Do' list. The browser's taskbar at the bottom shows several open windows, including 'Creating and Working with PDFs in Adobe Acrobat 8' and 'Effective Police Technology'.

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Enrich your Career with these Learning Opportunities

MS Office 2010 and Win... IALEIA - The Street Gang...

Accept

To Do List
(Formerly Learning Plan)

List View

Admins Only can switch between User/Admin Views

Check System Alert

The screenshot shows the learnDOJ user interface. At the top left is the 'learnDOJ' logo. Below it are navigation links for 'Home' and 'Catalog'. A user profile box displays 'DOJ User'. On the right, there are links for 'Administrator Role >', 'Welcome DOJ User', 'Check System', and 'Sign Out'. The main content area is divided into two columns. The left column features a 'To-Do List' with a search bar and a 'Show: Everything' filter. It lists items under three categories: 'Overdue' (30 days overdue), 'Due later' (4/12/2011), and 'No due date'. The right column features an 'Easy Links' section with a search bar and a grid of 'Status Pods' including 'Approvals', 'News', 'Individual Development Plan (IDP)', 'External Requests (SF-182)', 'Reports', 'Options and Settings', 'LearnDOJ Books', 'Curricula', 'History', 'IDP', and 'Career Path'. Red arrows point from the callout boxes to these specific UI elements.

Easy Links

History
(Formerly Learning History)

Status Pods

Card View

To-Do List

Search To Do list... Show: Everything

Overdue

849 days overdue

EOD Orientation
Due by 10/14/2009 | Mandated by Department | Assigned by David R Cromartie

Self-Study/Research Assignment JMD-ORNI-CS-0001
Online Item
849 days overdue In progress

Go to Content

 View Details

124 days overdue

Customer Satisfaction Survey for Mandatory Online Training
Survey For **Information Security Awareness w/ Acknowledgement of the Rules of Behavior**

Your Action: **Complete Course Survey**

Open

 Remove

Due later

6/20/2012

Identifying Project Risks
Self-Assigned | Originated From **Approved Plan**

Course proj_13_a04_bs_enus
The success of every project relies on a thorough investigation into all potential risks that face the project throughout its life cycle since every project...[more](#)
Online Item

Go to Content

 Remove

 View Details

Search your To-Do List

Choose what you want to view on your dashboard

The screenshot displays the learnDOJ dashboard interface. At the top left is the 'learnDOJ' logo. The top right navigation bar includes 'Administrator Role >', 'Welcome DOJ User |', 'Check System |', and 'Sign Out'. Below this is a secondary navigation bar with 'Home' and 'Catalog' links. A 'DOJ User' profile box is visible on the left. The main content area is divided into two columns. The left column, titled 'To-Do List', features a search bar labeled 'Search To Do list...', a 'Show:' dropdown menu currently set to 'Everything', and a list of tasks categorized by due date: 'Overdue' (30 days overdue), 'Due later' (4/12/2011), and 'No due date'. The right column, titled 'Easy Links', contains a search bar and several interactive tiles for 'Approvals', 'Reports', 'News', 'Options and Settings', 'Individual Development Plan (IDP)', 'LearnDOJ Books', 'External Requests (SF-182)', 'Curricula', 'History', 'IDP', and 'Career Path'. Two red arrows point from the instructional text boxes to the search bar and the 'Show:' dropdown menu in the 'To-Do List' section.

Changing Passwords and Security Questions

To change your password, click on **Options and Settings** in the **Easy Links** section. Then click on the word **Password** (in blue font) to enter your old password and change to a new one or change your **Security Question** in the area beneath the password field.

Options and Settings

Click on "Password" to change your password

Options and Settings

Your settings determine the format and standards used to display information to you in Plateau.

Update Account Security Information

Password: *****

* Security Question: What is my daughters middle na

* Security Answer: *****

* Re-Enter Security Answer: *****

Apply Changes Reset

Learning Notifications

Notify me when an item is added to my To-Do List

Notify me when an item is modified in my To-Do List

Notify me when an item is removed from my To-Do List

Apply Changes Reset

Locale and Time Zone

Active Locale ID: English

Currency ID: USD

Time Zone ID: EST Always display Schedule Offerings in this Time Zone : No

Region ID:

Locale Format Options

Date Pattern ID: M/d/yyyy

Time Pattern ID: hh:mm aaa

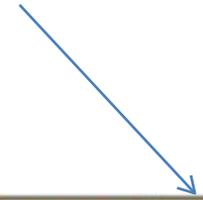
Integer Pattern ID: Long_01

Decimal Pattern ID: Double_01

Currency Pattern ID: Currency_01

Percentage Pattern ID: Percentage_01

System Check-You will see a red ! advising that your computer does not meet system requirements



The screenshot displays a web application interface. At the top right, there is a navigation bar with the text "Administrator Role > Welcome David Cromartie |  Check System |". Below this is a horizontal menu with "Home", "My Employees", "Organization", and "Catalog". On the left side, a user profile box for "David R Cromartie" is visible, with roles "HUMAN RESOURCES SPEC (INFO SYSTEMS) / H..." and "HEADQUARTERS COMPONENTS (DOJ)-JUSTICE M...". In the center, a prominent orange warning box contains a yellow triangle with a black exclamation mark and the text "You have pending approval requests".

Launching an Online Course

The screenshot displays the learnDOJ website interface. At the top, the logo "learnDOJ" is on the left, and navigation links "Home" and "Catalog" are in the center. On the right, there are links for "Administrator Role", "Welcome DOJ User", "Check System", and "Sign Out". Below the header, a "DOJ User" profile is visible. The main content area is divided into several sections: "To-Do List" on the left, "Catalog" search on the right, and "Easy Links" in the center-right. The "To-Do List" is categorized into "Overdue", "Due later", and "No due date". The "Overdue" section highlights a course "Advanced Formatting in Word 2003" which is "30 days overdue" and "Requires Approval". The "Due later" section lists "DOJ IT Security (CSAT 2010-C)" with a due date of "4/12/2011" and status "Available". A yellow callout box is overlaid on this course, providing details: "Due by 4/12/2011 | Mandated by Government | Assigned by David R Cromartie", "Course DOJ-MNTG-CS-0006", a description of federal security regulations, and "33 days remaining". The callout also contains "Go to Content" and "View Details" buttons. The "Easy Links" section includes "Approvals", "News", "Individual Development Plan (IDP)", "External Requests (SF-182)", "Reports", "Options and Settings", and "LearnDOJ Books". The "History" section shows "No completions in the last 30 days" and the "Career Path" section shows "Target A Future Job".

External Request (SF-182)

An SF-182 request is required for all training that is provided by an external organization or vendor, is attended during work hours and is either funded by DOJ or lasts one hour or more. These requests must be approved by your first and second line supervisor, Funds Manager and Registrar. To submit an SF-182, click on the **External Requests (SF-182) Easy Link** and then scroll down and click on the **New Request** button.



A screenshot of a software interface's 'Easy Links' menu. The menu is a blue box with a white header containing the text 'Easy Links' in a serif font. Below the header, there are two columns of links. The first column contains 'Approvals', 'News', 'Individual Development Plan (IDP)', and 'External Requests (SF-182)'. The second column contains 'Reports', 'Options and Settings', and 'LearnDOJ Books'. The 'External Requests (SF-182)' link is highlighted with a darker blue background. A red arrow from the left points to this link.

Viewing History of learning

View History from Status Pod

To-Do List

Search To Do list... Show: Everything

No due date

- Communicating Across Cultures
Available
- Content for DOJ review/approval
In progress
- Interpersonal Communication: Listening Essentials
Available
- LexisNexis - Paralegal Certification, Part 2
Enrolled
- Managing Diversity in the Work...
Available
- Plain Writing Session 3
In progress
- UFMS Course

Catalog

Easy Links

- Approvals
- News
- External Requests (SF-182)
- Reports
- Options and Settings

Curricula >>

No required curricula are assigned.

History >>

3 items completed in the last 30 days.

History

Show Completions: All

Type	Title	Status	Completion Date *
Learning	Shots Fired:When Lightning Strikes-Guidance for Surviv	Briefing Attended	2/17/2011 01:58 PM
Learning	Shots Fired:When Lightning Strikes-Guidance for Surviv	Briefing Completed	2/17/2011 01:00 PM
Learning	The No FEAR Act	Completed - No Exam	12/17/2010 10:37 AM
Learning	Realizing Talent Development through Technology	Seminar Attended	12/8/2010 01:00 PM
Learning	DOJ IT Security (CSAT-2011-C)	Completed - No Exam	12/7/2010 03:12 PM
Learning	HEALTH REFORM'S IMPACT ON FEDERAL BENEFITS	Completed - No Exam	11/10/2010 02:30 PM
Learning	Insights 2010 Conference		11/4/2010 12:00 AM
Learning	Mistake Free Grammar and Proofing	Completed - No Exam	10/6/2010 04:00 PM
Learning	FERS Pre-Retirement Planning	Completed - No Exam	9/15/2010 04:00 PM
Learning	Federal Long Term Care Benefit	Briefing Attended	7/14/2010 11:00 AM
Learning	Uniformed Services Employment and Reemployment Rig	Completed - No Exam	7/12/2010 03:09 PM
Learning	MART 2010	Completed - No Exam	5/12/2010 12:30 PM

104 Items * All dates are for EST time zone.

Reports: Reports allow user to get a snapshot of the learning they have taken

The screenshot shows a web application interface. At the top right, there is a link: [Return to Highlights Page](#). Below it, the text reads: "Reports: Reports allow user to get a snapshot of the learning they have taken". The main interface features a search bar labeled "Catalog" with a magnifying glass icon. Below the search bar is a section titled "Easy Links" containing a grid of links: "Approvals", "News", "External Requests (SF-182)", "Reports", and "Options and Settings". A red arrow points to the "Reports" link. Below this is a navigation bar with "Home" and "Catalog" tabs. The "Reports" section is active, showing a title "Reports" and a "Help" icon. The text below the title says: "Select a Report from the list below to run a report for yourself or your subordinates." Underneath is a section titled "Report Name" with a list of options: "Individual Development Plan (IDP)", "Learning History", "Learning Needs" (which has a plus icon next to it), and "Learning Plan".

Calendar of Offerings overviews what instructor led training is available to the user

**Calendar of Offerings-
Overview of currently
offered training**

Calendar of Offerings

Below are the results of your search for the Calendar in a Monthly or Weekly view.

Month 5 Week 1 Day January 2012 Calendar Search Calendar Options

Monday	Tuesday	Wednesday	Thursday	Friday
30	31	1	2	3
6	7	8	9	10
13	14	LexisNexis (1 Offering)	16	17
20	21	22	23	24

Registering for a class from the Calendar of Offering

1. Click “Register”
2. Click “Confirm”

Calendar of Offerings

Below are the results of your search of the Calendar of Offerings. You can view the Calendar in a Monthly or Weekly view.

Subject Area:

 Offerings on Wednesday, February 15, 2012 [Calendar Search](#) [Calendar Options](#)

Subject Area ▲	Title	Delivery Method	Facility	Description	Start Time	Duration	Action
LexisNexis	LexisNexis - Paralegal Certification, Part 1	In-Person	Patrick Henry Building	No Description	2/15/2012 09:00 AM America/New York	2.00 hours	<input type="button" value="Register"/>

Registration

Lastly, enter any comments that you wish to be associated with your request and/or registration.

Offering

LexisNexis - Paralegal Certification, Part 1
COURSE ATR-IT-RI-0049
Revision: 1 - 3/27/2008 10:49 AM America/New York
Start Date: 2/15/2012 09:00 AM America/New York
End Date: 2/15/2012 11:00 AM America/New York
Capacity: 0 of 10 enrolled, 0 waitlisted
Price : 0.00 (USD)

Registration Comments

User Name: Cromartie, David R
Registration Status: ENROLL (Enrolled)
Comments:

**Browsing/searching
the catalog remains
the same**

**View Calendar of
Offerings**

The screenshot shows the learnDOJ website interface. At the top right, there is a navigation bar with the text "Administrator Role > Welcome Helen Mcvicker | Check System | Sign Out". Below this is a header with the "learnDOJ" logo and a "Catalog" tab. A "Browse Catalog" panel is open, displaying a "Subject Area Menu" with a list of categories and their counts. A dropdown menu is open over the "Catalog" tab, showing options: "Browse Catalog", "Simple Catalog Search", "Advanced Catalog Search", and "Calendar of Offerings". The "Calendar of Offerings" option is highlighted. Red arrows point from the text boxes to the "Browse Catalog" panel and the "Calendar of Offerings" option.

Browse Catalog Selected

This page is used to browse the catalog by

Subject Area Menu

[Expand All] [Collapse All]

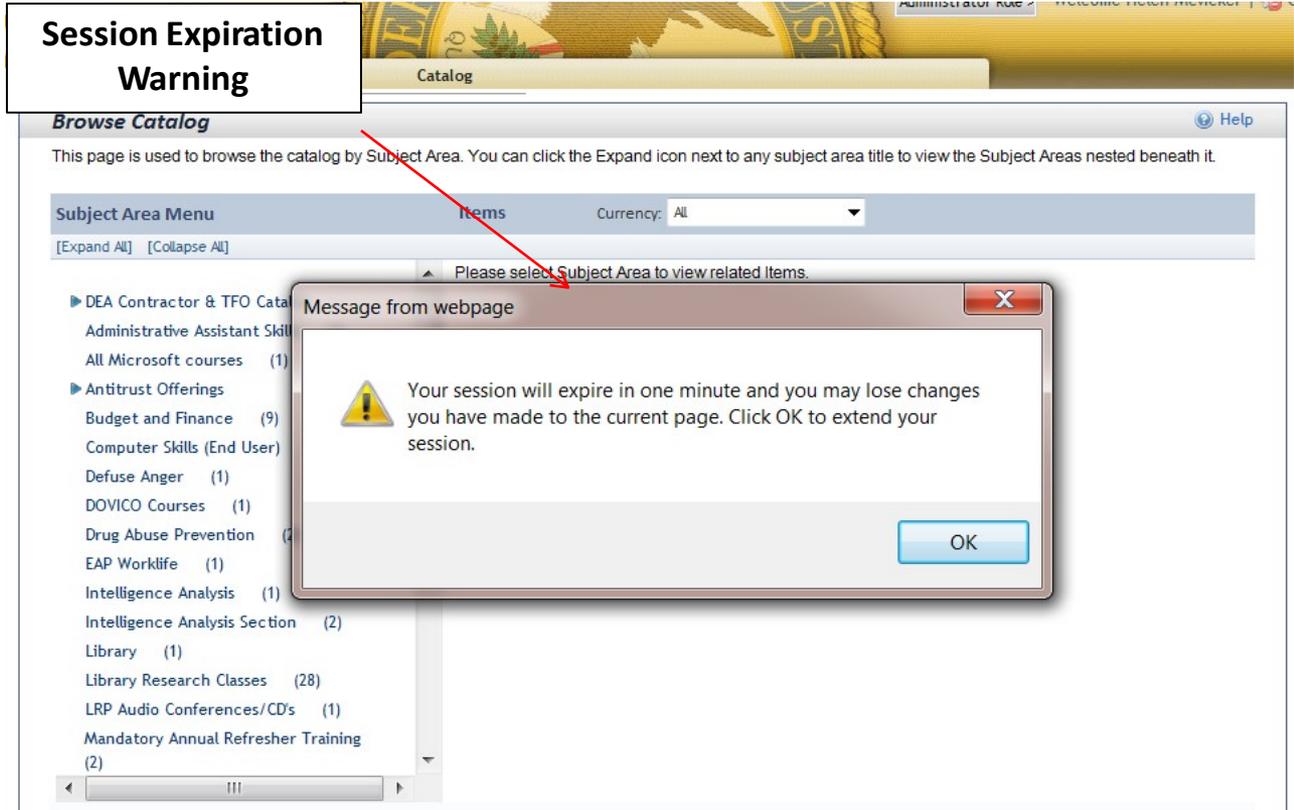
- ▶ DEA Contractor & TFO Catalog
 - Administrative Assistant Skills (1)
 - All Microsoft courses (1)
- ▶ Antitrust Offerings
 - Budget and Finance (9)
 - Computer Skills (End User) (3)
 - Defuse Anger (1)
 - DOVICO Courses (1)
 - Drug Abuse Prevention (2)
 - EAP Worklife (1)
 - Intelligence Analysis (1)
 - Intelligence Analysis Section (2)
 - Library (1)
 - Library Research Classes (28)
 - LRP Audio Conferences/CDs (1)
 - Mandatory Annual Refresher Training (2)

Currency: All

Select Subject Area to view related Items.

Session Expiration- A session will expire after 20 minutes of inactivity on the system

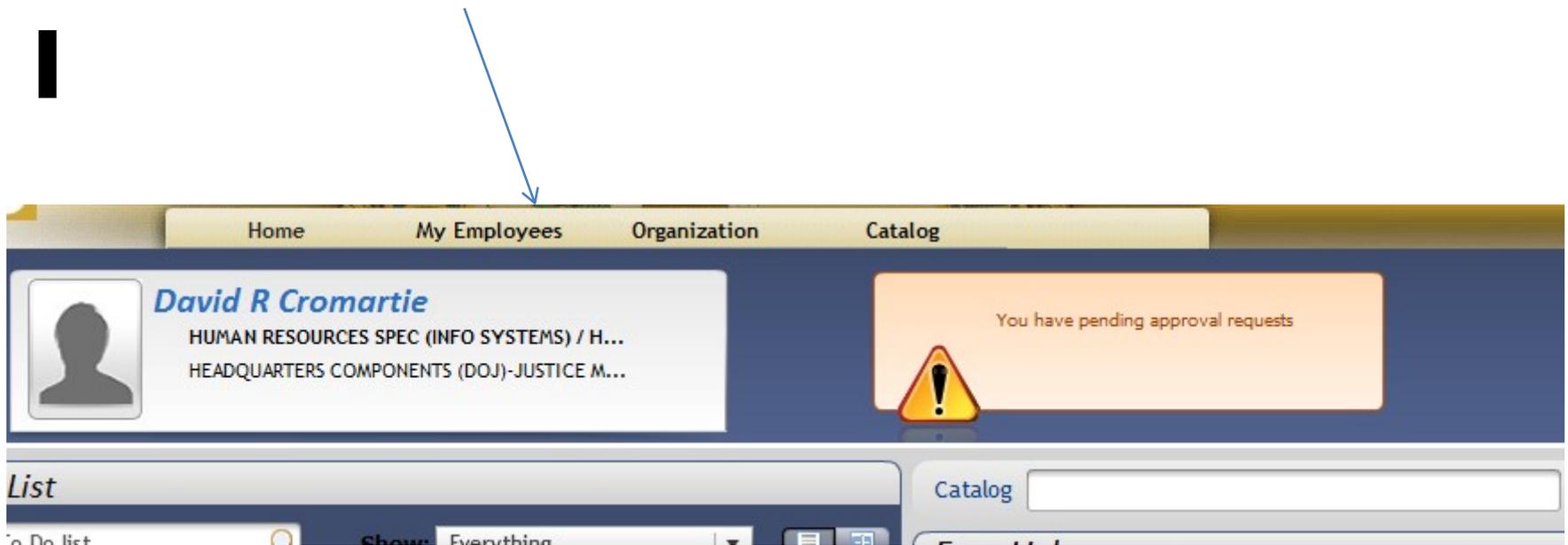
Session Expiration Warning



The screenshot shows a web application interface with a 'Catalog' header. A dialog box titled 'Message from webpage' is overlaid on the page. The dialog contains a yellow warning triangle icon and the text: 'Your session will expire in one minute and you may lose changes you have made to the current page. Click OK to extend your session.' An 'OK' button is located at the bottom right of the dialog. A red arrow points from the 'Session Expiration Warning' text box to the dialog box. The background page is titled 'Browse Catalog' and includes a 'Subject Area Menu' with a list of categories such as 'DEA Contractor & TFO Catalog', 'Administrative Assistant Skills', 'All Microsoft courses (1)', 'Antitrust Offerings', 'Budget and Finance (9)', 'Computer Skills (End User)', 'Defuse Anger (1)', 'DOVICO Courses (1)', 'Drug Abuse Prevention (2)', 'EAP Worklife (1)', 'Intelligence Analysis (1)', 'Intelligence Analysis Section (2)', 'Library (1)', 'Library Research Classes (28)', 'LRP Audio Conferences/CDs (1)', and 'Mandatory Annual Refresher Training (2)'. There is also a 'Currency: All' dropdown menu and a 'Please select Subject Area to view related Items.' prompt.

Supervisors- If you are designated as a supervisor in learnDOJ you will have the “My Employees” Tab which will allow you to:

- View Employees
- Manage Employee learning
- Run Reports on Employees



The screenshot displays the learnDOJ user interface. At the top, a navigation bar contains four tabs: Home, My Employees, Organization, and Catalog. The 'My Employees' tab is highlighted in yellow and has a blue arrow pointing to it from the text above. Below the navigation bar, the user's profile is shown, including a silhouette icon, the name 'David R Cromartie', and the title 'HUMAN RESOURCES SPEC (INFO SYSTEMS) / H... HEADQUARTERS COMPONENTS (DOJ)-JUSTICE M...'. To the right of the profile, an orange notification box with a warning icon contains the text 'You have pending approval requests'. Below the profile and notification, there is a 'List' section with a search bar labeled 'Catalog' and a dropdown menu set to 'Everything'.

Approval Notifications- When a user submits a request for training a supervisor will receive an email to approve the request. Supervisors can click the link below to start the approval process.



Approvals- Supervisors can Approve, Deny, or Skip an Approval [Return to Highlights Page](#)

Pending Reviews and Approvals [Help](#)

This view shows you all of the review and approval actions you have been asked to perform. It is divided into two primary sections: reviews and approvals for performance management Activities, such as competency assessments (only if available); and approvals for training requests. You may switch between sections by clicking on the appropriate section header. Within each section you will find a list of specific reviews or approvals you are being asked to perform, categorized by action type.

Performance Management (1) **Training (1)**

Training

Internal Training (0) All Direct Reports Only

No items were found using this search criteria.

External Training (1) All Direct Reports Only [Next](#)

Enter Reasons for Approvals or Denials

User Name ▲	Title	Price	Type	Action [Approve All/Deny All]
▶ Cromartie, David	Project Management	0.00	EXTERNAL LEARNING REQUEST	<input type="radio"/> Approve <input type="radio"/> Deny <input checked="" type="radio"/> Skip

Pending Reviews and Approvals [Help](#)

Approve or Deny → Approval Reasons

Enter a reason for approving your employee's training request below.

[Previous](#) [Next](#)

Approval Reasons

User Name and Schedule	Approval Reason (optional)
Cromartie, David Project Management	

Pending Reviews and Approvals [Help](#)

Approve or Deny → Approval Reasons → Confirm

[Previous](#) [Confirm](#)

Approve

User Name	Title	Price
Cromartie, David	Project Management	0.00

Signing Out

Click Sign out on the top right of the screen

