



Welcome to learnDOJ! Lc

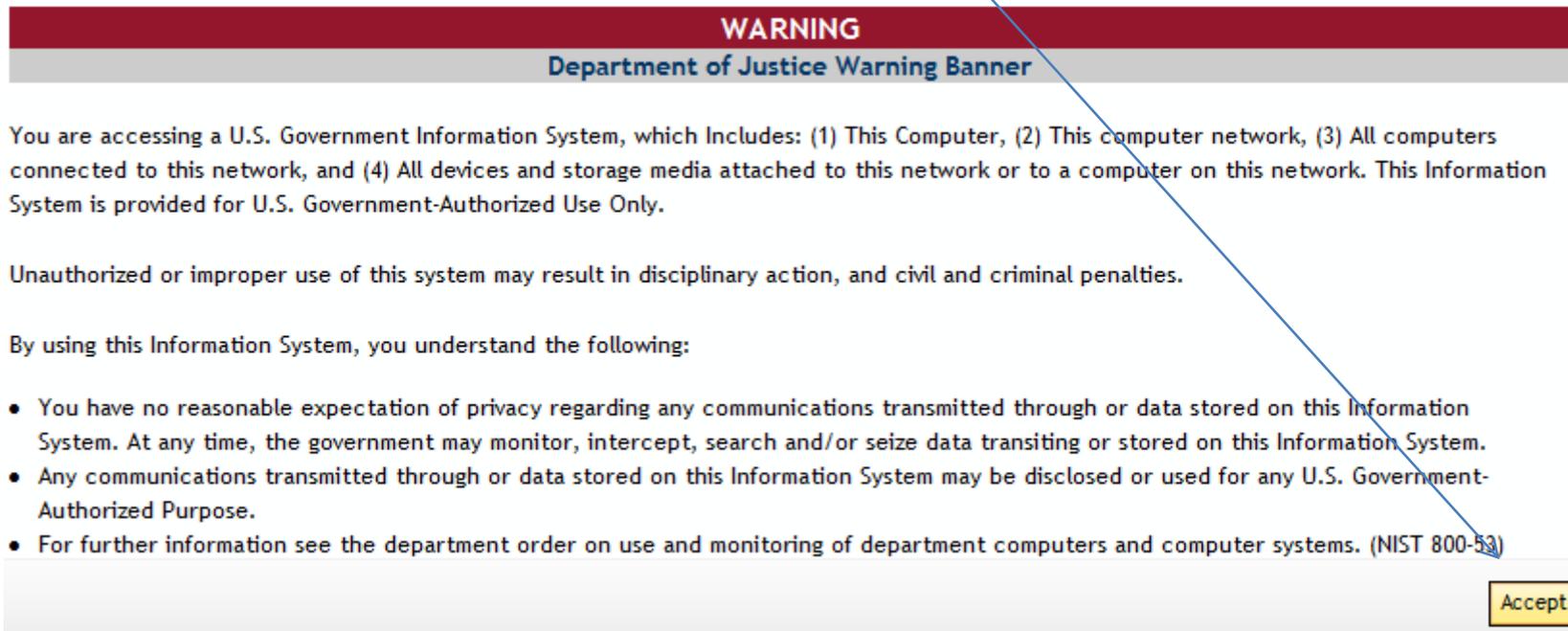


Welcome to learnDOJ

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 Internet Explorer and go to www.learndojo.gov
- 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.

Login Now!

User ID:

Password:

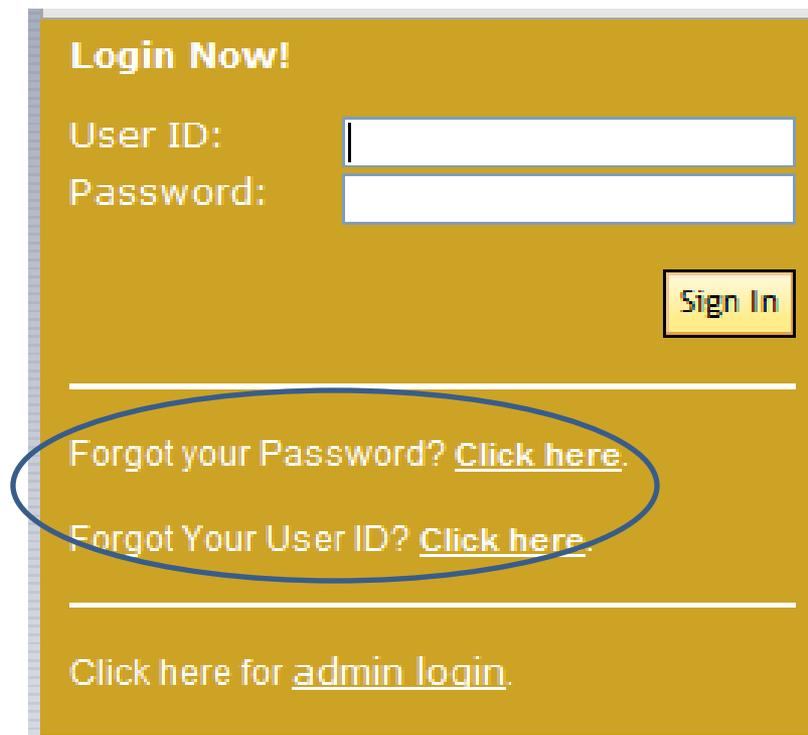
Sign In

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.](#)", the second is "Forgot Your User ID? [Click here.](#)", and the third is "Click here for [admin login.](#)". A blue oval is drawn around the first two lines of text.

News Page

The screenshot shows a web application interface with a 'WARNING' banner in the foreground. 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 terms and conditions. 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 shows a navigation menu with 'To-Do', 'Search', and 'Overdu' items, and a taskbar at the bottom with 'Creating and Working with PDFs in Adobe Acrobat 8' and 'Effective Police Techniques'.

Administrator Role > Welcome Helen Mcvicker | Check System | Sign Out

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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 'Home' and 'Catalog' navigation links. A user profile box displays 'DOJ User'. The top right contains a navigation bar with '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, a 'Show: Everything' dropdown, and three sections: 'Overdue' (with one item: 'Advanced Formatting in Word 2003'), 'Due later' (with one item: 'DOJ IT Security (CSAT 2010-C)'), and 'No due date' (with two items: 'DOJ Cyber Security Conference' and 'DOJ Green Purchasing Program'). The right column features an 'Easy Links' section with a search bar and a grid of links including 'Approvals', 'News', 'Individual Development Plan (IDP)', 'External Requests (SF-182)', 'Reports', 'Options and Settings', and 'LearnDOJ Books'. Below this is a 'Status Pods' section with four cards: 'Curricula' (No required curricula are assigned), 'History' (No completions in the last 30 days), 'IDP' (Create a Plan and establish Goals), and 'Career Path' (Target A Future Job). A 'History (Formerly Learning History)' callout points to the History card. A 'Check System Alert' callout points to the 'Check System' link in the top right.

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 shows 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. The main content area is divided into two columns. The left column is titled 'To-Do List' and features a search bar, a 'Show:' dropdown menu, and three sections: 'Overdue' (with a 30-day overdue notice for 'Advanced Formatting'), 'Due later' (with a 4/12/2011 due date for 'DOJ IT Security (CSAT 2010-C)'), and 'No due date' (listing 'DOJ Cyber Security Conference' and 'DOJ Green Purchasing Program'). The right column is titled 'Easy Links' and contains a search bar and several interactive tiles: 'Approvals', 'Reports', 'News', 'Options and Settings', 'Individual Development Plan (IDP)', 'LearnDOJ Books', 'External Requests (SF-182)', 'Curricula' (with 'No required curricula are assigned'), 'History' (with 'No completions in the last 30 days'), 'IDP' (with 'Create a Plan and establish Goals'), and 'Career Path' (with 'Target A Future Job'). Two red arrows point from the text boxes above 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

To-Do List

- Overdue**
 - 30 days overdue: Advanced Formatting in Word 2003 (Requires Approval)
- Due later**
 - 4/12/2011: DOJ IT Security (CSAT 2010-C) (Available)
- No due date**
 - DOJ Cyber Security Conference (Must be registered)
 - DOJ Green Purchasing Program (Available)

Easy Links

- Approvals
- News
- Individual Development Plan (IDP)
- External Requests (SF-182)
- Reports
- Options and Settings
- LearnDOJ Books

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

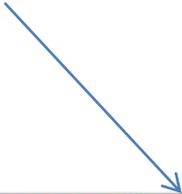
Locale and Time Zone

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 shows a web dashboard with a yellow header and a dark blue main area. The header contains the text "Administrator Role > Welcome David Cromartie |  Check System |". Below the header is a navigation bar with "Home", "My Employees", "Organization", and "Catalog". On the left, a user profile for "David R Cromartie" is shown with roles "HUMAN RESOURCES SPEC (INFO SYSTEMS) / H..." and "HEADQUARTERS COMPONENTS (DOJ)-JUSTICE M...". In the center, a yellow warning box with a red exclamation mark icon contains the text "You have pending approval requests".

Launching an Online Course

The screenshot displays the learnDOJ user interface. At the top, the logo 'learnDOJ' is on the left, and navigation links 'Home' and 'Catalog' are in the center. The top right corner shows 'Administrator Role > Welcome DOJ User | Check System | Sign Out'. Below the header, a 'DOJ User' profile box 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'. A red arrow points from the 'Launching an Online Course' text box to a yellow tooltip for the course 'DOJ IT Security (CSAT 2010-C)'. The tooltip contains the following information: 'Due by 4/12/2011 | Mandated by Government | Assigned by David R Cromartie', 'Course DOJ-MNTG-CS-0006', a description of federal security regulations, 'Online Item', 'Available', and '33 days remaining'. 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 has a grey header with the text 'Easy Links' in a serif font. Below the header is a blue table with two columns. 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 text above points to this link.

<i>Easy Links</i>	
Approvals	Reports
News	Options and Settings
Individual Development Plan (IDP)	LearnDOJ Books
External Requests (SF-182)	

Viewing History of learning

[Return to Highlights Page](#)

View History from Status Pod

To-Do List

Search To Do list... **Show:** Everything

- 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 [Search]

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, there is a search bar labeled 'Catalog' with a magnifying glass icon. Below it 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 the 'Easy Links' section is a navigation bar with 'Home' and 'Catalog' tabs. The main content area is titled 'Reports' and contains the text: 'Select a Report from the list below to run a report for yourself or your subordinates.' Below this text is a list of report names: 'Individual Development Plan (IDP)', 'Learning History', 'Learning Needs' (with a plus icon), and 'Learning Plan'. A 'Help' link is visible in the top right corner of the 'Reports' section.

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 Offerings

1. Click "Register"
2. Click "Confirm"

Calendar of Offerings [Help](#)

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:

Month Week Day < 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 [Help](#)

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 left is the 'learnDOJ' logo. The top right navigation bar includes 'Administrator Role >', 'Welcome Helen Mcvicker', 'Check System', and 'Sign Out'. Below the navigation bar are 'Home' and 'Catalog' tabs. The main content area is titled 'Browse Catalog' and contains 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' link, the 'Calendar of Offerings' menu item, and the 'Subject Area Menu'.

Browse Catalog

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)

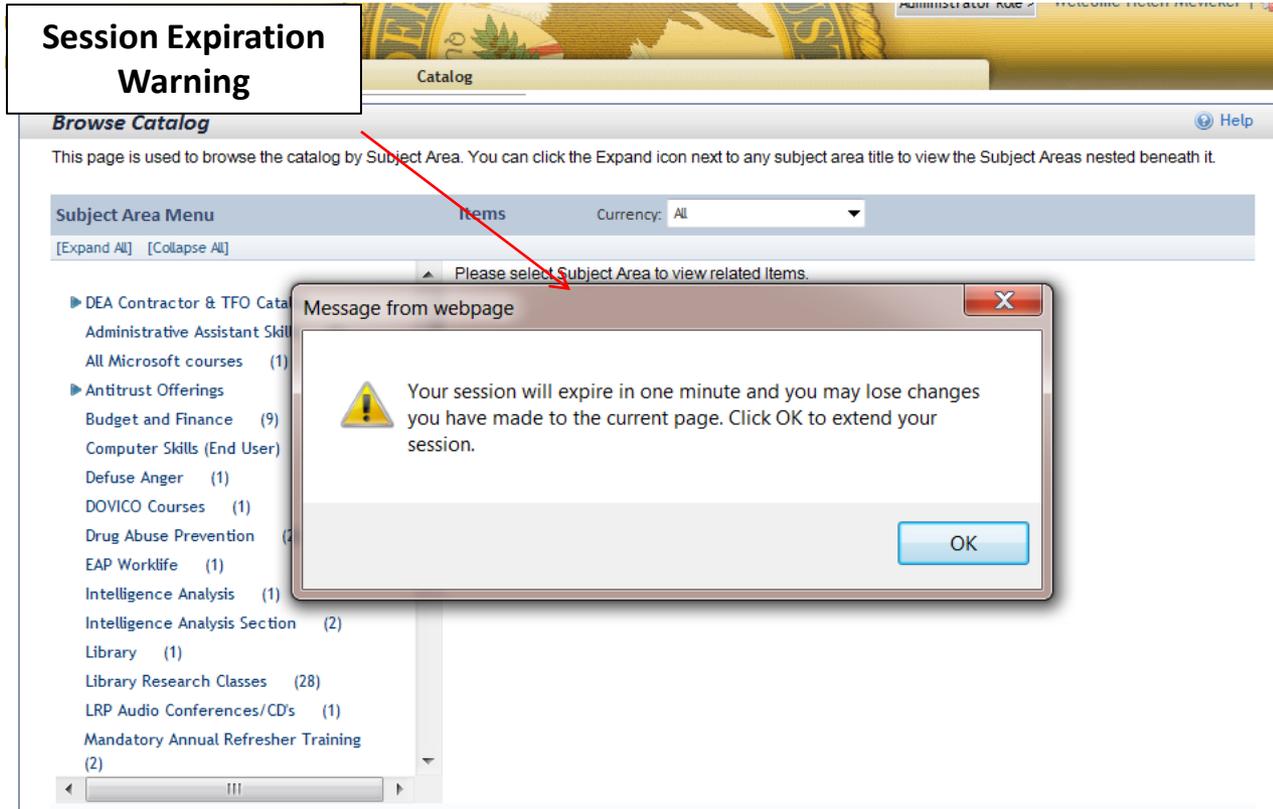
Browse Catalog Selected

- Simple Catalog Search
- Advanced Catalog Search
- Calendar of Offerings

Currency: All

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 'Session Expiration Warning' box is overlaid on the top left. The main content area is titled 'Browse Catalog' and contains a 'Subject Area Menu' with a list of categories and their item counts. A 'Message from webpage' dialog box is open in the center, displaying a warning 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 visible at the bottom right of the dialog box. A red arrow points from the 'Session Expiration Warning' box to the dialog box.

Session Expiration Warning

Browse Catalog Help

This page is used to browse the catalog by Subject Area. You can click the Expand icon next to any subject area title to view the Subject Areas nested beneath it.

Subject Area Menu Items Currency: All

[Expand All] [Collapse All]

Please select Subject Area to view related Items.

▶ DEA Contractor & TFO Catalog
Administrative Assistant Skills (1)
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)
Mandatory Annual Refresher Training (2)

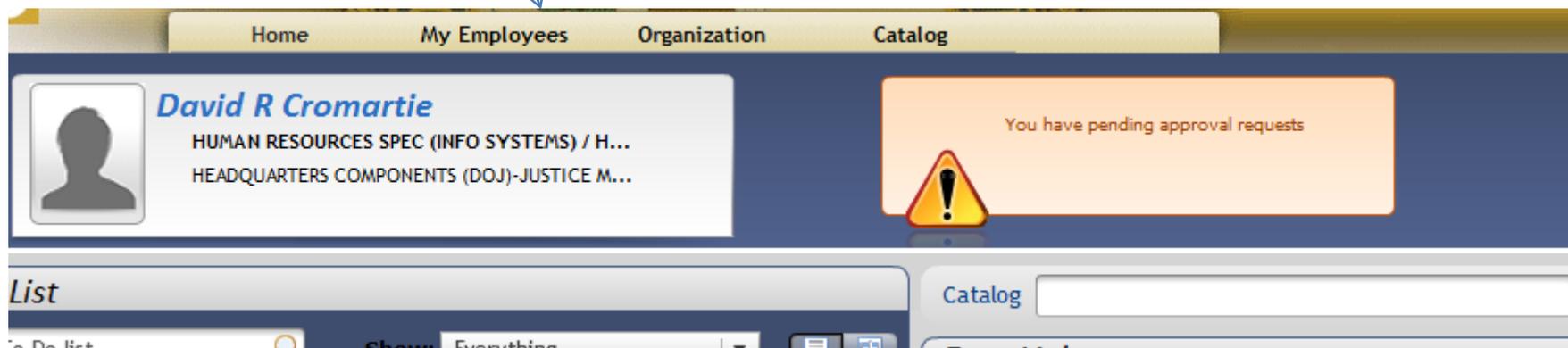
Message from webpage

⚠ 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.

OK

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



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

