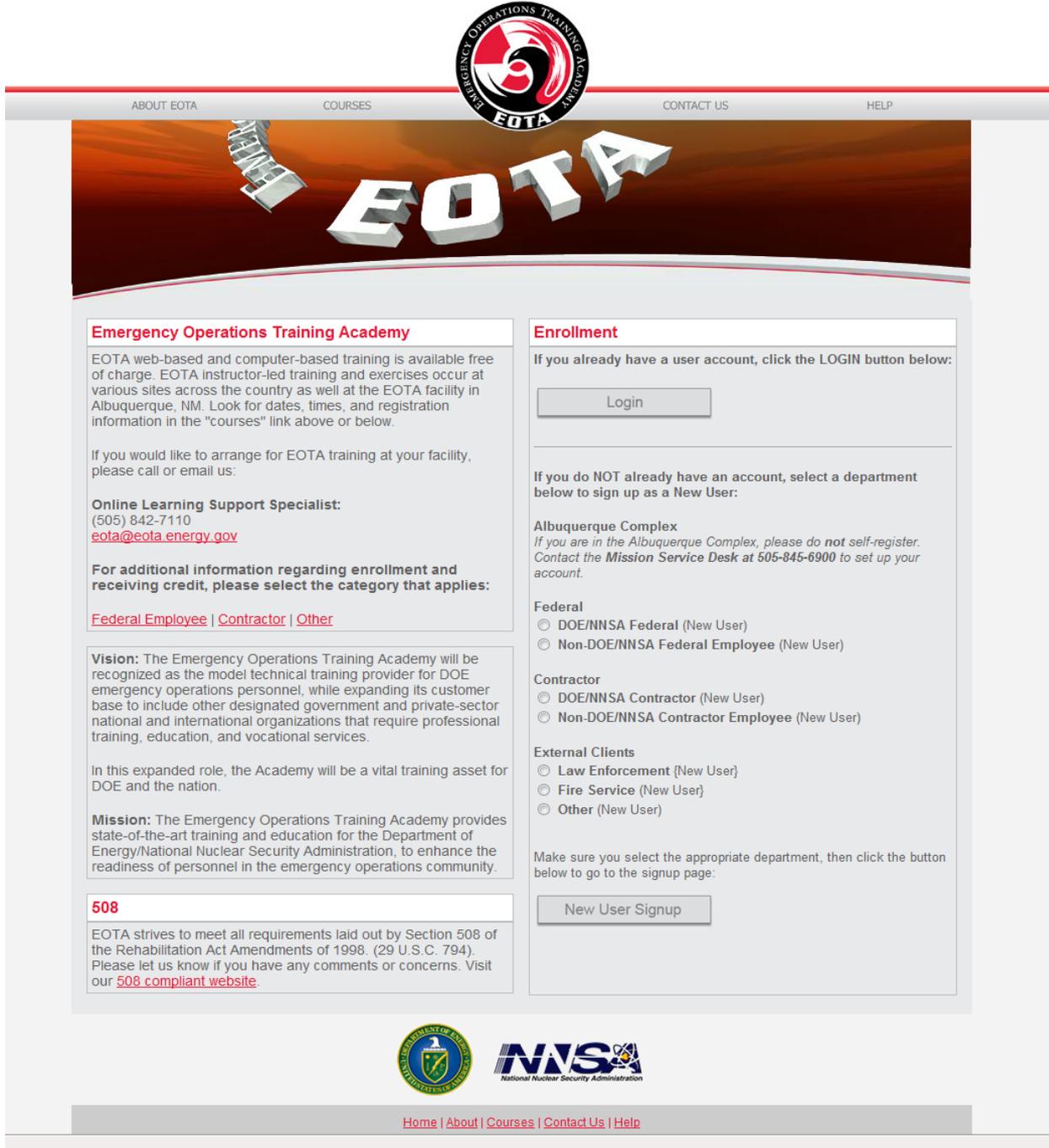


# New EOTA Learning Management System Tutorial

Go to the EOTA Home Page at: <http://eota.doeal.gov/>

To begin taking courses, click the Login button if you are already registered in our system or click the New User Signup button if you are a new student.



The screenshot shows the EOTA Learning Management System website. At the top, there is a navigation bar with links for "ABOUT EOTA", "COURSES", "CONTACT US", and "HELP". The EOTA logo, featuring a stylized 'E' and 'A' inside a circle with the text "EMERGENCY OPERATIONS TRAINING ACADEMY" and "EOTA", is centered above the navigation bar. Below the navigation bar is a large banner with the word "EOTA" in large, 3D white letters on a dark red background. The main content area is divided into two columns. The left column contains a section titled "Emergency Operations Training Academy" with text about web-based and computer-based training, contact information for an Online Learning Support Specialist, and a section for "508" compliance. The right column contains an "Enrollment" section with instructions for existing users (Login button) and new users (New User Signup button), along with a list of departments to select: Federal, Contractor, and External Clients. At the bottom of the page, there are logos for the Department of Energy and the National Nuclear Security Administration, and a footer with navigation links: Home | About | Courses | Contact Us | Help.

**Emergency Operations Training Academy**

EOTA web-based and computer-based training is available free of charge. EOTA instructor-led training and exercises occur at various sites across the country as well as at the EOTA facility in Albuquerque, NM. Look for dates, times, and registration information in the "courses" link above or below.

If you would like to arrange for EOTA training at your facility, please call or email us:

**Online Learning Support Specialist:**  
(505) 842-7110  
[eota@eota.energy.gov](mailto:eota@eota.energy.gov)

**For additional information regarding enrollment and receiving credit, please select the category that applies:**

[Federal Employee](#) | [Contractor](#) | [Other](#)

**Vision:** The Emergency Operations Training Academy will be recognized as the model technical training provider for DOE emergency operations personnel, while expanding its customer base to include other designated government and private-sector national and international organizations that require professional training, education, and vocational services.

In this expanded role, the Academy will be a vital training asset for DOE and the nation.

**Mission:** The Emergency Operations Training Academy provides state-of-the-art training and education for the Department of Energy/National Nuclear Security Administration, to enhance the readiness of personnel in the emergency operations community.

**508**

EOTA strives to meet all requirements laid out by Section 508 of the Rehabilitation Act Amendments of 1998. (29 U.S.C. 794). Please let us know if you have any comments or concerns. Visit our [508 compliant website](#).

**Enrollment**

If you already have a user account, click the LOGIN button below:

Login

If you do NOT already have an account, select a department below to sign up as a New User:

**Albuquerque Complex**  
*If you are in the Albuquerque Complex, please do not self-register. Contact the Mission Service Desk at 505-845-6900 to set up your account.*

**Federal**

- DOE/NNSA Federal (New User)
- Non-DOE/NNSA Federal Employee (New User)

**Contractor**

- DOE/NNSA Contractor (New User)
- Non-DOE/NNSA Contractor Employee (New User)

**External Clients**

- Law Enforcement (New User)
- Fire Service (New User)
- Other (New User)

Make sure you select the appropriate department, then click the button below to go to the signup page:

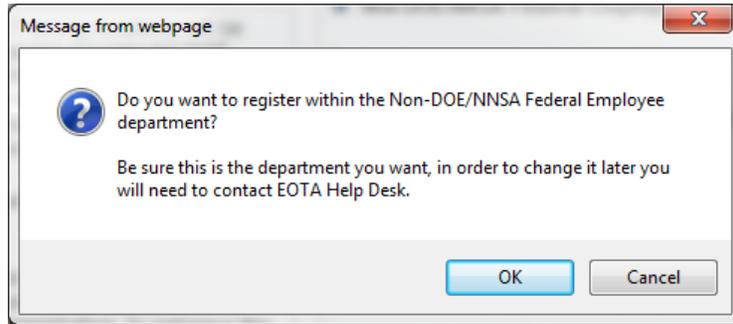
New User Signup

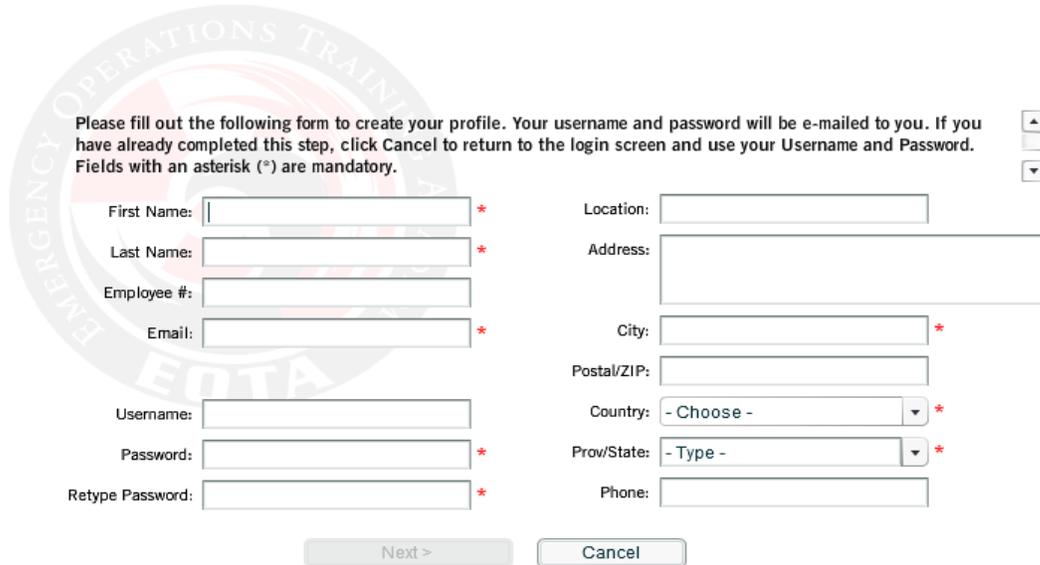
[Home](#) | [About](#) | [Courses](#) | [Contact Us](#) | [Help](#)

## New Users

Users with an account can skip to the next section, Registered Users – Login. If you are a new user and do **not** already have an account, select the appropriate department from the selections shown on the page above and click the “New User Signup” button. You will see the following dialog confirming your selection:



If you click OK, you will see the user profile screen:



Please fill out the following form to create your profile. Your username and password will be e-mailed to you. If you have already completed this step, click Cancel to return to the login screen and use your Username and Password. Fields with an asterisk (\*) are mandatory.

First Name: <input type="text"/> *	Location: <input type="text"/>
Last Name: <input type="text"/> *	Address: <input type="text"/>
Employee #: <input type="text"/>	City: <input type="text"/> *
Email: <input type="text"/> *	Postal/ZIP: <input type="text"/>
Username: <input type="text"/>	Country: <input type="text"/> *
Password: <input type="text"/> *	Prov/State: <input type="text"/> *
Retype Password: <input type="text"/> *	Phone: <input type="text"/>

Any items marked with a red asterisk (\*) are required fields.

Note that the Prov/State dropdown box will not have anything in it until you select your Country in the Country dropdown.

Click Next and you will see this screen:

Please fill out the following form to create your profile. Your username and password will be e-mailed to you. If you have already completed this step, click Cancel to return to the login screen and use your Username and Password. Fields with an asterisk (\*) are mandatory.

Employment Status:

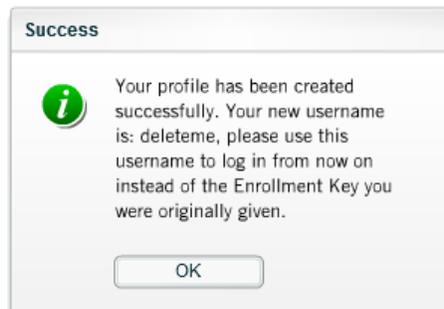
RAP ID:

COOP ID:

< Back    Create Account    Cancel

Privacy Policy    Powered by absorb ANYWHERE

You can leave the fields blank if they do not apply to you. Click Create Account and you should see this dialog confirming your registration:



Click OK and you will be taken to the regular user login page. To login, continue to the next section, Registered Users – Login.

## Registered Users - Login

Upon clicking the Login button, you will be greeted by the following login window. Fill in your username and password and click Login.

EOTA - Microsoft Internet Explorer provided by EOTA  
https://eota.doeal.gov/user/content\_popup.asp

Welcome. Please log in below to access your courses.

Username or Enrollment Key:  English

Password:  [Lost your password?](#)

Remember Me

You are now logged into our new learning management system (My Dashboard) where you can handle all of your course needs.

selfip.com https://eota.selfip.com/user/content\_popup.asp

Logged in as Benjamin Aragon [Log Out](#)

**My Dashboard**  
My Courses  
Add New Course  
My Resources  
My Transcripts  
My Calendar  
Change Password  
Log Out

Welcome, Benjamin Aragon  
Absorb Anywhere provides access to online courses, classroom training and certificates.

**My Courses**  
Review details on your assigned courses, current registrations and completed courses

**Add New Course**  
Register for courses

**My Transcripts**  
View your record of completed courses and print certificates

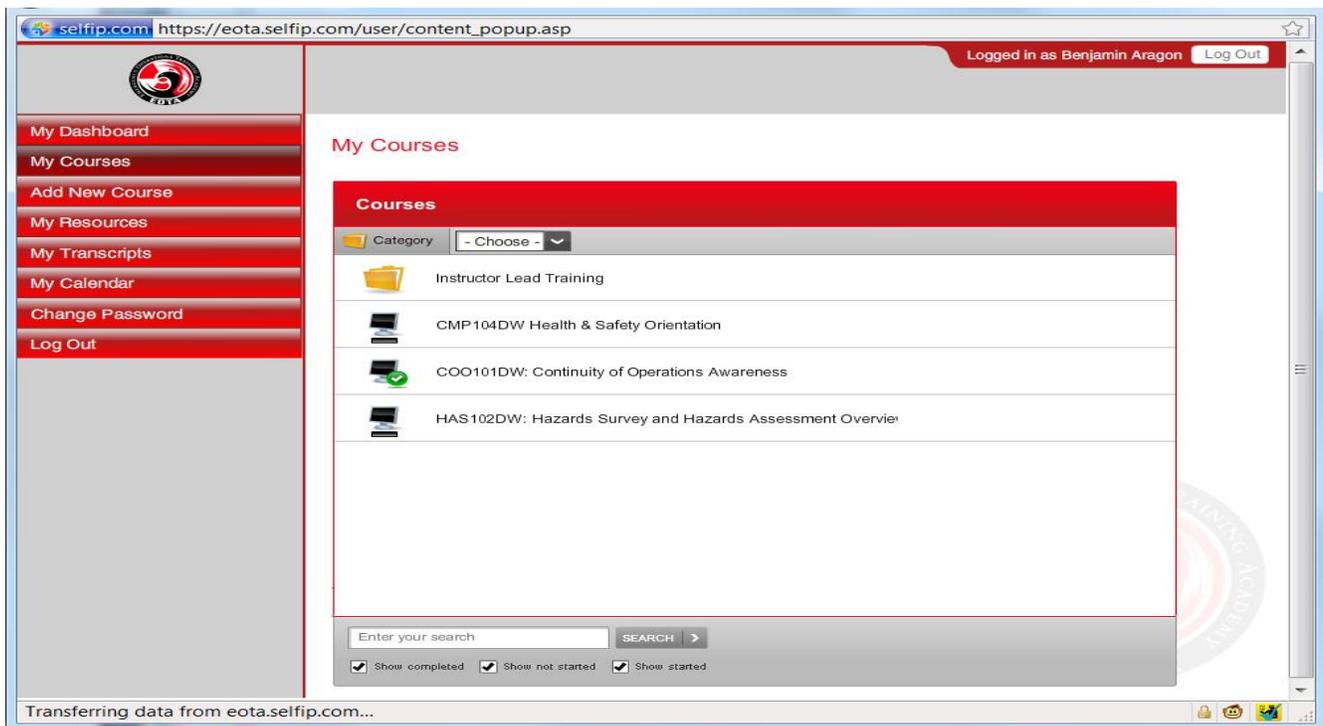
**My Resources**  
Find additional resources for your learning and development

**My Calendar**  
February 2011  
Sun Mon Tue Wed Thu Fri Sat  
1 2 3 4 5  
6 7 8 9 10 11 12  
13 14 15 16 17 18 19  
20 21 22 23 24 25 26  
27 28

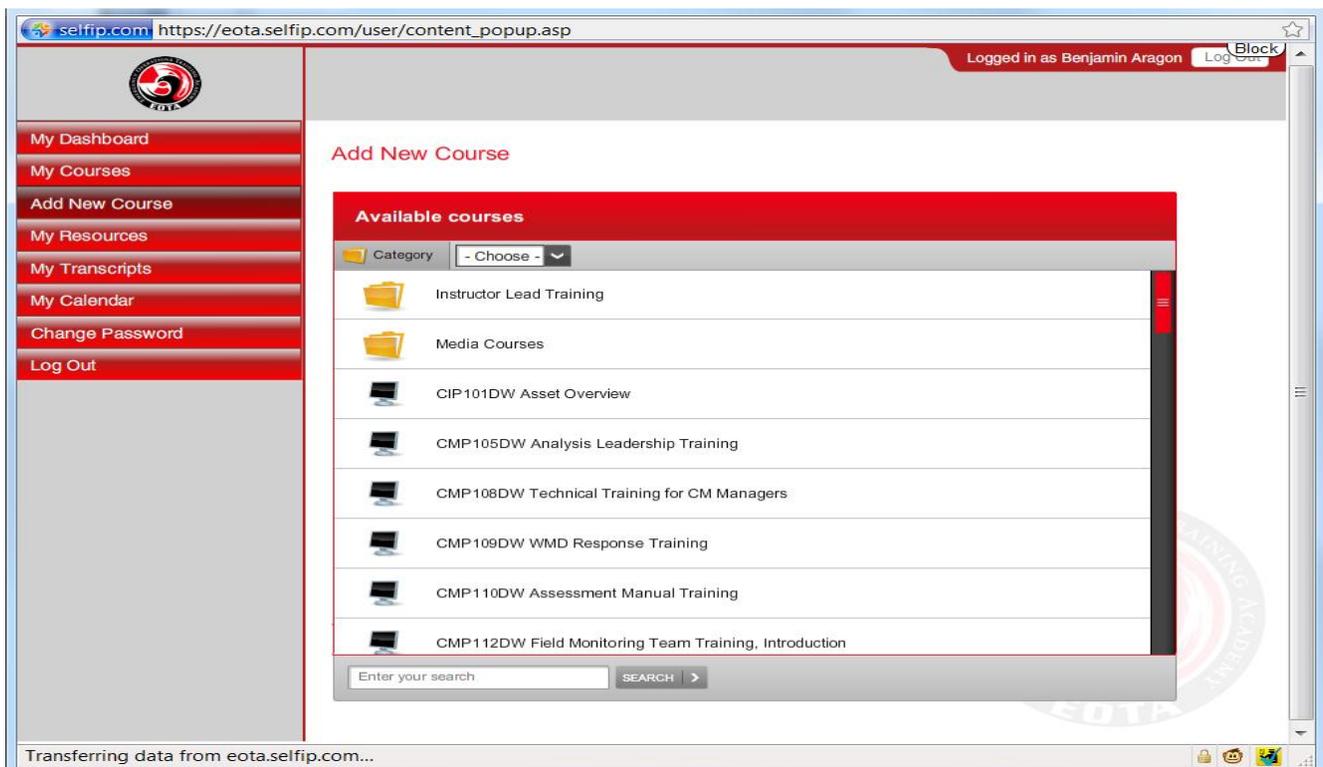
**Message Board**  
Click here to view system messages

Transferring data from eota.selfip.com...

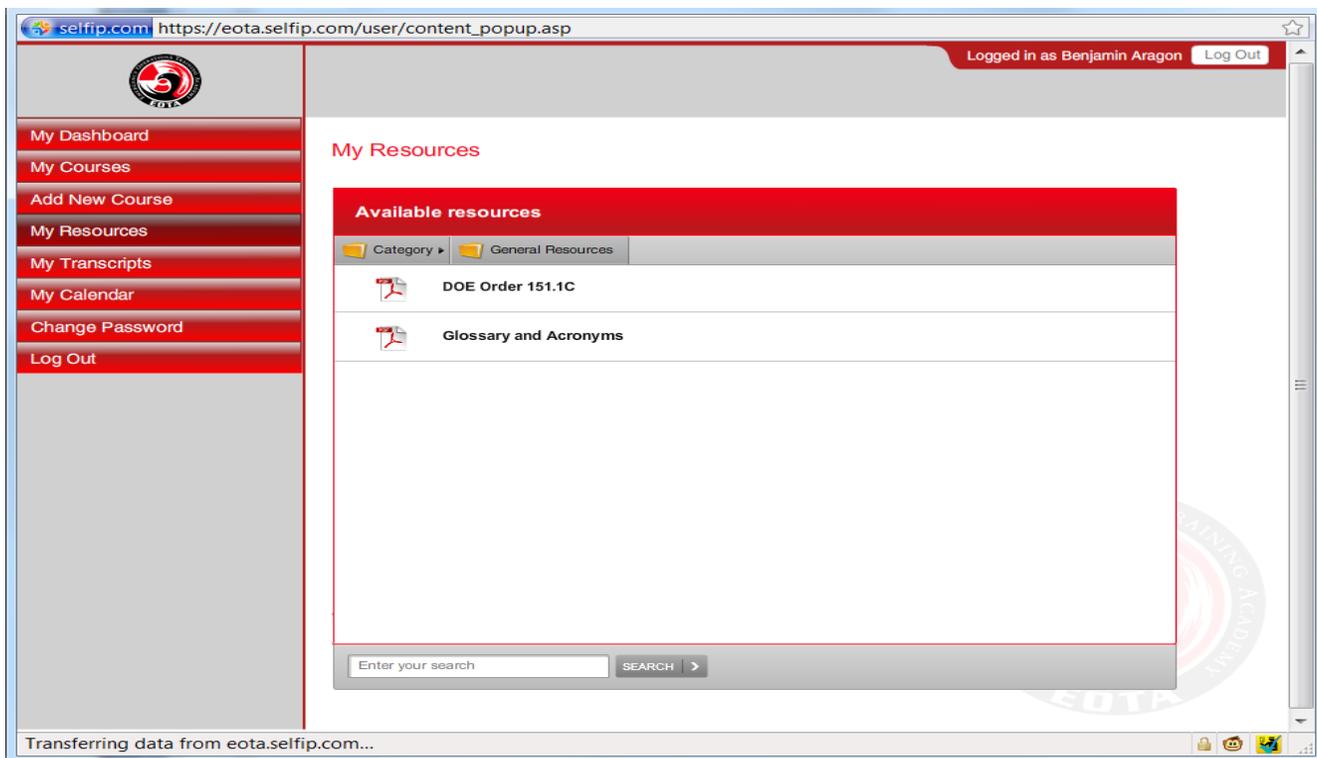
The My Courses navigation button provides you with a list of courses you are currently enrolled in. Click a title of a course to take the course.



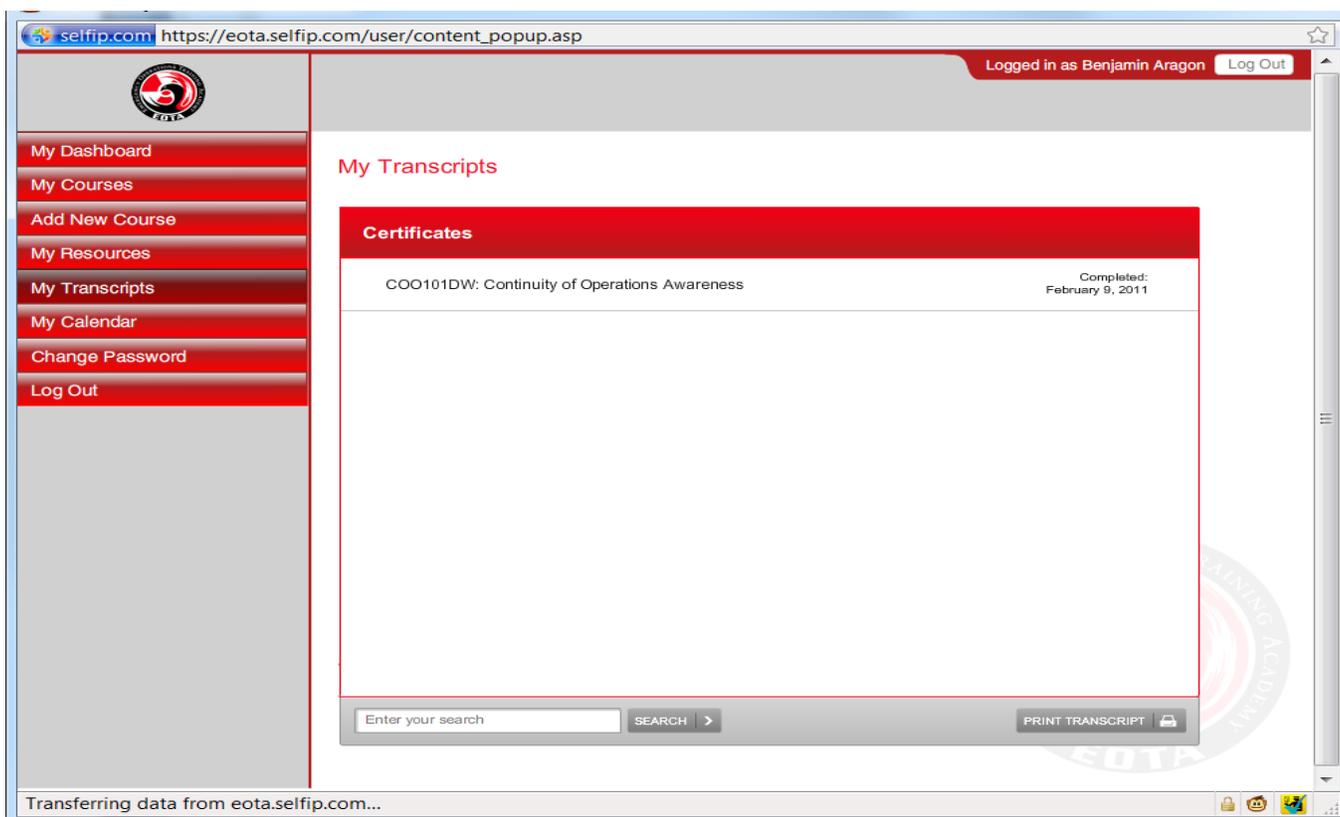
The Add New Course navigation button will show a full list of EOTA's available courses. Click a course to enroll.



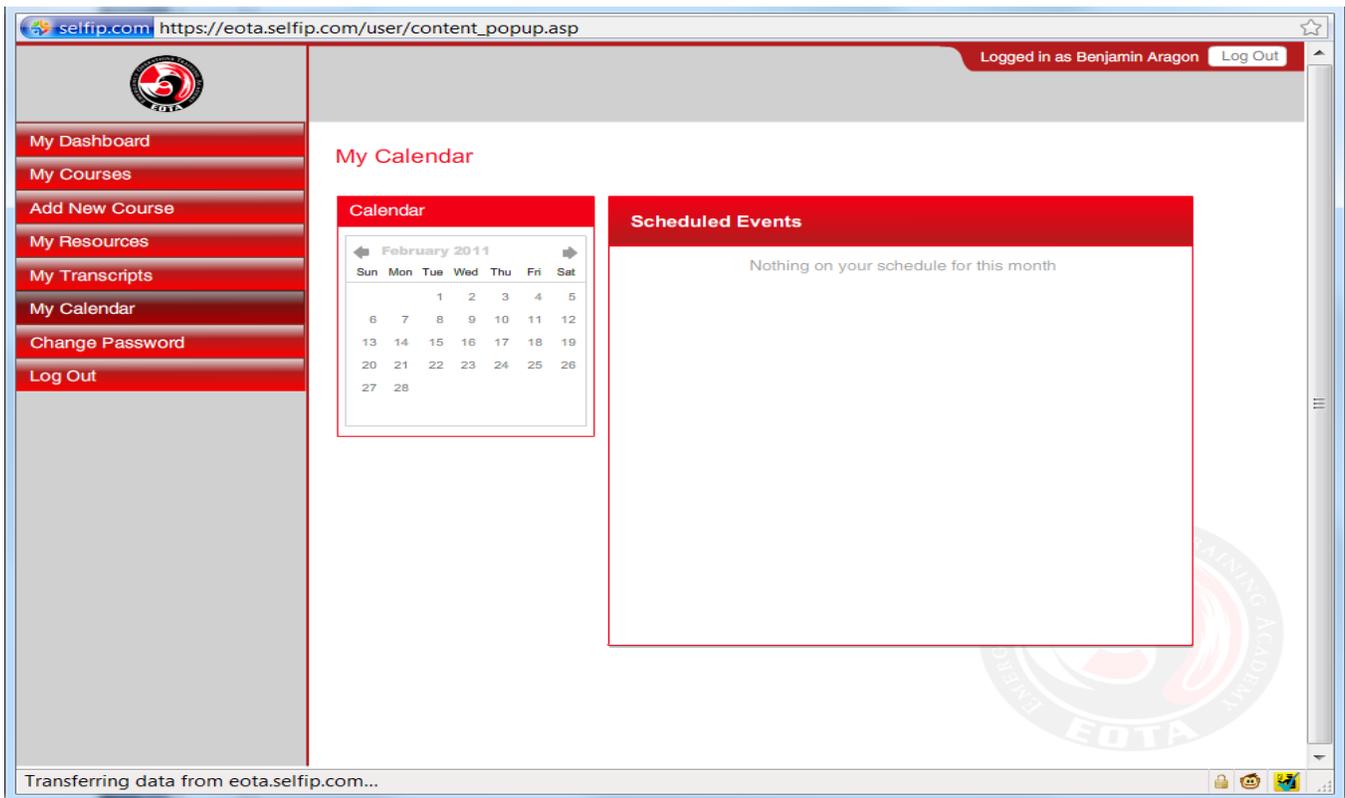
The My Resources navigation button provides you with general resources that will aid in course taking.



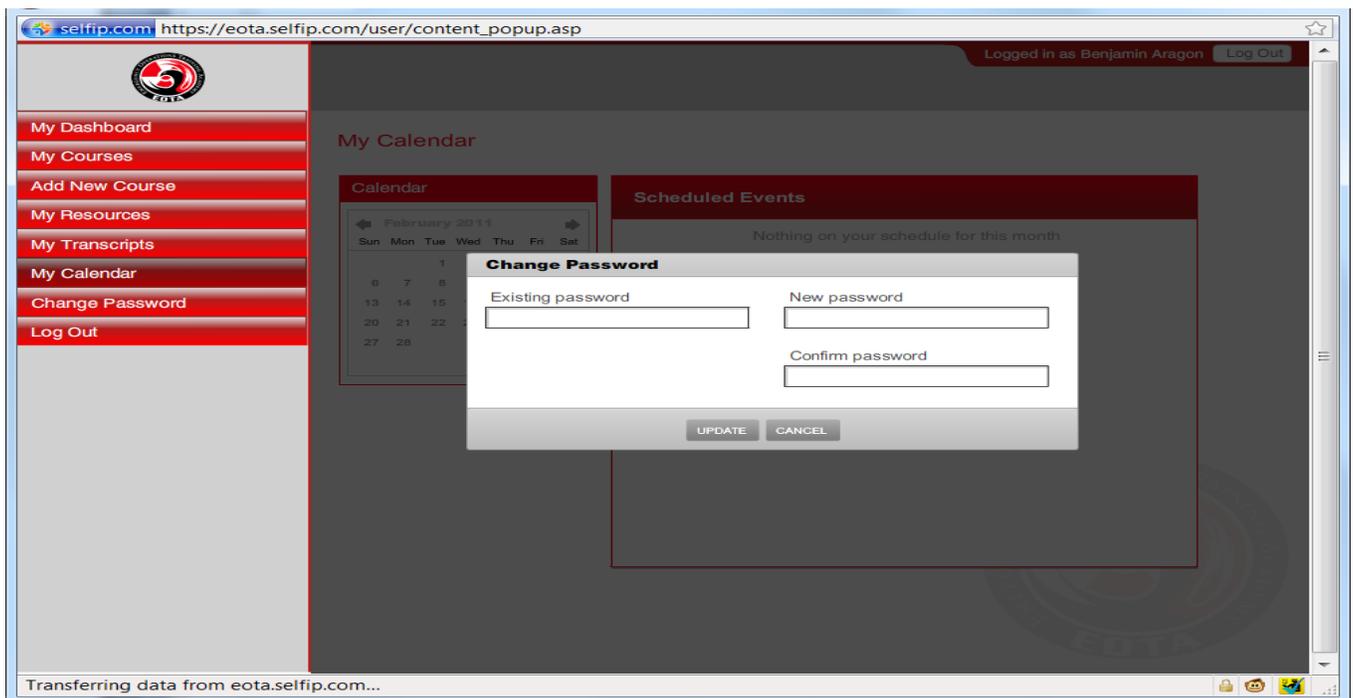
Click the My Transcripts button to view your completed courses. From here you can print a certificate or a transcript for all completed courses.



The My Calendar navigation button will show any upcoming scheduled classes you are enrolled in which start on a certain date.



Click the Change Password navigation button to change your password.



Clicking the Log Out navigation button will log you out of the system.