



Create and Login to EOTA LMS Account

Learning Management System Quick Guide

Before you can complete any recommended and or required EOTA Web-based Training (WBT) courses, you'll need to **create an EOTA  Learning Management System (LMS) account**. Complete the following steps to get your account and successfully login.

Step #1: Enter <http://eota.energy.gov> into your browser URL bar, then press **Enter** key on your keyboard

Please Note: Click **Login** if you already have a **username** and **password**.

Step #2: Select a **applicable department**

Step #3: Click the **New User Signup**

The screenshot shows the EOTA website interface. A red box with a white number '1' highlights the browser address bar containing 'eota.energy.gov'. A red box with a white number '2' highlights the 'Enrollment' section, specifically the list of departmental options for new users. A red box with a white number '3' highlights the 'New User Signup' button at the bottom right of the enrollment section.

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 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) 845-6617
na-40_2trainingacademy@nnsa.doe.gov

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

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

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



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Step #4: In the *eota.energy.gov* says pop-up, Click **OK**

The page at eota.energy.gov says: ✕

Do you want to register within the Non-DOE/NNSA Contractor Employee department?

Be sure this is the department you want, in order to change it later you will need to contact EOTA Help Desk.

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Step #5: Enter ***required profile information**

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.

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First Name: *

Last Name: *

Employee #:

Email: *

Location:

Address:

City: *

Postal/ZIP:

Country: - Choose - *

Prov/State: - Type - *

Phone:

Username:

Password: *

Retype Password: *

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Step #6: Click **Next**

Quick Tip: Click **Cancel** to start over.



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Please Note:
 Leave fields blank if they aren't applicable. If these do apply, enter your...

- **Employment Status**
- **RAP ID**
- **COOP ID**

Step #7: Click **Create Account**

Please Note:
 You'll receive an email with your **username** and **password** from the system.

Step #8: Click **OK**

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

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Quick Tip: Click **Back** to return to previous screen.

Quick Tip: Click or **Cancel** to return to the login screen.

Success

Your profile has been created successfully. Your new username is: TestDOE, please use this username to log in from now on instead of the Enrollment Key you were originally given.

8 OK



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Please Note:

Ensure your **Username/Enrollment Key** is correct.

Step #9: Enter the **Password**

Step #10: Click **Login**

Welcome. Please log in below to access your courses.

Username or Enrollment Key: English ▼

9 Password: [Lost your password?](#)

Remember Me

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Quick Tip: Click **Lost your password?** link to recover your password.



Please Note:

Once logged in, you'll be taken to **My Dashboard** where you can manage all your course needs.

Welcome, TestDOE

- My Dashboard
- My Courses
- Online Courses
 - Absorb Test
 - CMP105DW: Analysis Leadership
 - EPA102DW: Program Administrat
- Add New Course
- My Profile
- My Transcripts
- Help
- Log Out

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My Dashboard

Wednesday Apr. 10, 2013 from Absorb

✔ You have completed Absorb Test.

Wednesday Apr. 10, 2013 from Absorb

📖 You have been enrolled in Absorb Test.

Wednesday Nov. 23, 2011 from Absorb

✔ You have completed EPA102DW: Program Administration Overview. Don't forget to print your certificate.

My Calendar

July 2013

S	M	T	W	T	F	S
	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	29	30	31			

CMP105DW: Analysis Leadership Tr



For EOTA LMS assistance: Janet Lee

- (505) 845-6617
- na-40_2trainingacademy@nnsa.doe.gov

For SharePoint help: Jennifer Nachor

- (505) 845-6630
- jennifer.nachor@nnsa.doe.gov