



Login & Navigate Your EOTA LMS Account

Learning Management System Quick Guide

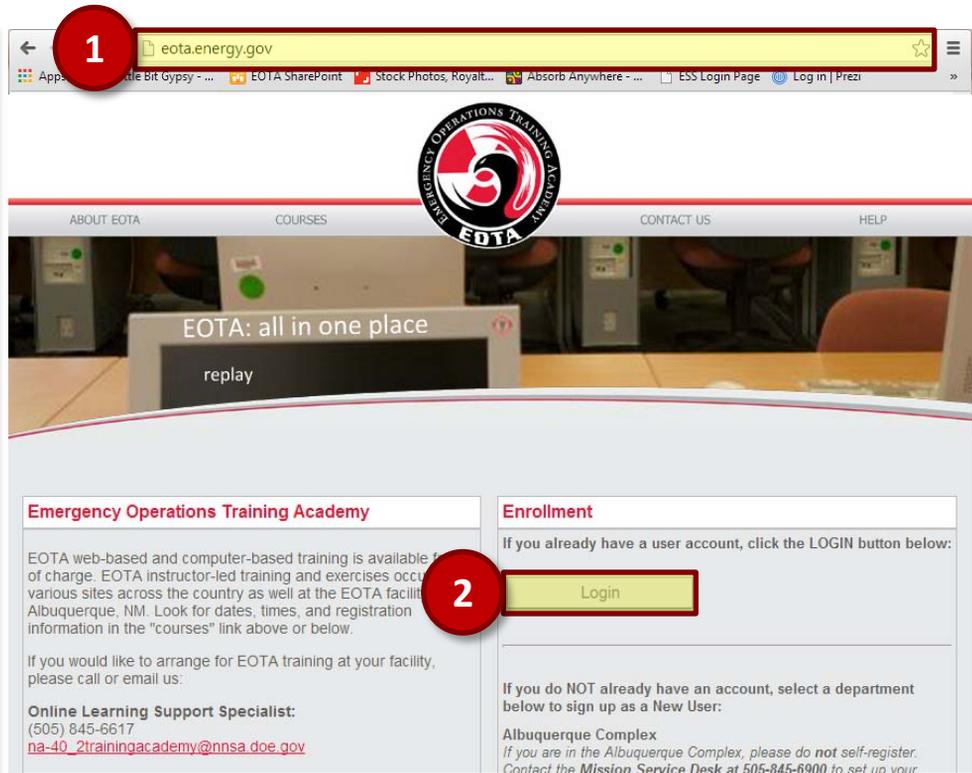
Become familiar with the following sections of the EOTA  Learning Management System (LMS) to successfully login, navigate and search for information in your EOTA LMS account.

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

Step #2: Click **Login**

Step #3: Enter your **Username** or **Enrollment Key**

Step #4: Click **Login**



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Emergency Operations Training Academy

EOTA web-based and computer-based training is available for 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) 845-6617
na-40_2trainingacademy@nnsa.doe.gov

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



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Welcome. Please log in below to access your courses.

Username or Enrollment Key: TestDOE

Password:

English

Lost your password?

Remember Me

Login

 **Quick Tip:** Click **Lost your password?** link then enter your username or email address to recover your password.



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5 My Dashboard:
Identifies the current date and lists:

- Courses you've completed
- Courses you've been enrolled in
- Reminders
- Links to resume specific course(s).

6 My Courses
Displays a list of courses in which you are currently enrolled.

Quick Tip: Click on a course title to begin the course.



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7 My Courses – Resources Tab: If a course has associated resources, this tab will be available. Click on the **Resources Tab** to view all course related resources that are available.

The screenshot shows the user's LMS dashboard. On the left is a navigation menu with options: My Dashboard, My Courses, Online Courses, Absorb Test, Add New Course, My Profile, My Transcripts, Help, and Log Out. The main area is titled 'My Courses' and displays a list of courses. The course 'EPA102DW: Program Administration Overview' is selected, and its 'Resources' tab is highlighted with a yellow sticky note labeled '7'. The course list includes: DOE 0 472.B, DOEG1511-1VolumeV, EPA102DW/ERAP, g1511-1v3-2, g1511-1v5-1, o1511b, o4702b, p4504, Reference Library, and std750199.

Quick Tip: You can enroll in restricted courses, but won't be able to access the course until you receive an email that approves your request for access.

8 Add New Course: Lists all the available courses based on your designated department.

The screenshot shows the 'Add New Course' section of the LMS. The left navigation menu is the same as in the previous screenshot. The main area is titled 'Add New Course' and features a list of 'Online Courses'. A yellow sticky note labeled '8' is placed over the 'Add New Course' header. Below the header, there is a note: 'To view details or enroll yourself in a course, click below. If you do not see your course and you have an enrollment key, click Enrollment Key.' An 'Enrollment Key' button is visible. The course list includes: AWA1801DW Visual Indicators, BAS 2110 DHS Surge - Basic Radiation Safety, CIP110DW: Vehicle Bomb Search Methods, CMP101DW: Operations Overview of Consequence Management, CMP104DW: Health & Safety Orientation, CMP108DW: Technical Training for CM Managers, CMP109DW: WMD Response Training, CMP110DW: Assessment Manual Training, CMP112DW: Field Monitoring Team Training, Introduction, CMP114DW: Monitoring Division Manager Training, Introduction, CMP116DW: Sample Control Training, Introduction, CMP123DW: Geographic Information System (GIS) Overview, CMP124DW: Consequence Management Official (CMO) Training, COO101DW: Continuity of Operations Awareness, COO201DW COOP Coordinator, and ECA101DW: Consequence Assessment Overview. A search bar is located at the bottom of the course list.

Quick Tip: Click on a title to enroll



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9 My Profile:
Displays your profile information. Be sure to click **Update Profile** when you've updated any personal information.

Quick Tip: Contact EOTA Online Learning Support Specialist (OLSS) (505) 842-7110 or eota@eota.energy.gov to change items with red *.

10 My Transcripts
Lists the courses you've completed. Click on a course to view, download, and print completion certificates.

Course Title	Completed	Score	Cert. Expires	Units
Absorb Test	April 10, 2011		No Expiry	0
EPA102DW: Program Administration	November 23,		No Expiry	0.00
Total Units				0



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11 Help:

Lists additional links that identify EOTA and LMS New User Help information.

The screenshot shows the EOTA LMS interface. On the left is a navigation menu with items like 'My Dashboard', 'My Courses', 'Online Courses', 'Add New Course', 'My Profile', 'My Transcripts', 'Help', and 'Log Out'. The main area is titled 'My Dashboard' and displays several notifications from Absorb, including 'You have completed Absorb Test' and 'You have completed EPA102DW: Program Administration Overview'. A browser window in the foreground shows the URL 'https://eota.energy.gov/shared/ht' and two help links: 'EOTA New User Help' and 'LMS New User Help', both with a yellow '11' callout box.

Quick Tip: Click **Log Out** to sign out of your account and exit the EOTA LMS.



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