Supervisor Approval in DOI Learn

This document provides an overview on how supervisors can successfully approve OSW hydroacoustics training requests in DOI Learn. If your employee requests an OSW hydroacoustics course, you should receive an email prompting you to approve/deny their request in DOI Learn. **Note:** After you approve their request following the steps below, the employee must go back into DOI Learn and enroll in a class at a location and date. A student guide on registering for a class can be found here: [http://hydroacoustics.usgs.gov/training/registeringinDOILearn.pdf](http://hydroacoustics.usgs.gov/training/registeringinDOILearn.pdf)

1. Log on to DOI Learn: [https://gm2.geolearning.com/geonext/doi/login.geo](https://gm2.geolearning.com/geonext/doi/login.geo)
2. Change your Role to Supervisor, using the pull-down menu near the top right.
3. Click on the **Administration** tab... Select **Approval Manager**... Select **Learning Requests**... 

4. Once you click on **Learning Requests**:  
   a. It will default to the "**Pending My Approval**" Tab. You may need to change it to **All requests** to see your employees requests.  
   b. **Select the request** you wish to approve/deny and click on the **edit button**.
5. Once you select the requests to edit, the **Learning request details** screen will appear:

   a. Regardless of your decision it is recommended that you fill in the **Review Comments**; these will appear in an email sent to the employee. **After filling in the review comments section, scroll down for more information and fields to fill in.**

   b. Payment for OSW Hydroacoustics method is completed by a Standard Voucher. **OSW does not use the payment method entered into DOI Learn.** A separate request for an account number will be sent to the student prior to class. It is **recommended that you select “No Payment Required” for “Payment Type” and enter “SV” for “Special Billing Notes”**. Again, the information entered into the payment section is not used for OSW Hydroacoustic classes, even thought the software requires something be entered to continue with the approval process.

   c. **Select Update** at the bottom right after entering all the required information.
6. Finally select Approve at the top right.

![Image of Approval Manager interface]

7. If the approval is successful a green bar will appear at the top. If the bar is red, your submission did not go through. You must read the notice and fix the errors to continue. After you are finished with the request, click on “Close Request Record” and you are finished with the Approval Manager. The student must now go back into DOI Learn and enroll in a specific class.

![Image of Notice: Learning Request Approved]

![Image of Close Request Record and Print buttons]