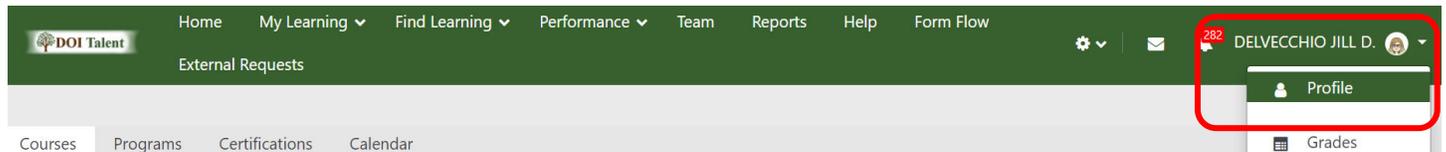


# How to Register for a Seminar Event in DOI Talent:

\*Please note that if you are a non- DOI employee that does not yet have a DOI Talent account, please first request an account here, <https://doitalent.ibc.doi.gov/login/signup.php>, then proceed with the following process once your account request has been approved and you have an active username and password.

To register for a course in DOI Talent all users must submit a booking request, please follow the instructions below:

1. Log in to DOI Talent.
2. Make sure that your profile is current and that you have a manager listed. To navigate to your profile, click your name in the upper right hand corner and click profile from the drop down menu.

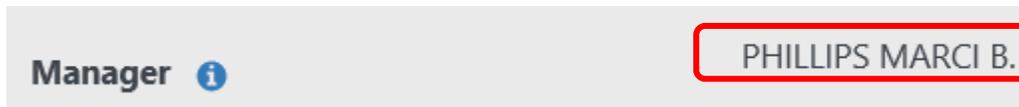


3. Under "Job Assignments" click on the link

## Job assignments

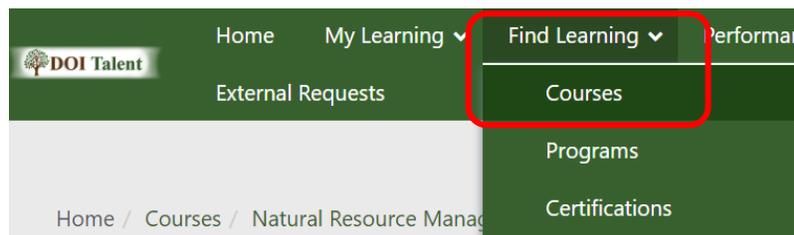
Unnamed job assignment (ID: 1234)

4. Make sure your manager is listed, this needs to be done BEFORE you submit a booking request so please stop here if there is no manager listed.



- DOI Employees with no manager/incorrect manager listed – contact your current supervisor and ask them to claim you in DOI Talent.
- Non-DOI Employees with no manager listed – contact [doitalent@fws.gov](mailto:doitalent@fws.gov) for assistance. (Do NOT remove the name if there is one listed!)

5. To enroll click on "Find Learning" on your navigation bar and select "Courses" from the drop down menu.



6. You can search for a course multiple ways by using the Course Code or the Course Name. Once you have filled in the appropriate field(s), click “Search”.

The search interface includes the following fields and controls:

- Course Name:** A dropdown menu set to "contains" and an empty text input field. A red arrow points to this field with the label "Course Name Field".
- Course Shortname:** A dropdown menu set to "contains" and a text input field containing "CSP7306". A red arrow points to this field with the label "Course Code Field".
- Responsible Bureau:** A dropdown menu set to "any value".
- Course Category (multichoice):** A dropdown menu set to "is any value", a green "Choose Categories" button, and a checkbox labeled "Include sub-categories?".
- Buttons:** A green "Search" button (highlighted with a red box) and a green "Clear" button.

7. Scroll down to the course you are looking for and click on the course name.

Course Icon	Course Name	Course Shortname	Course Type	Responsible Bureau	Requires Approval	Tuition Costs	Content	Duration	Contact Name/Email
	 Watershed Analysis and Hydrologic Modeling	FWS-CSP7306	Seminar	U.S. Fish and Wildlife Service	Yes	1195			Clarissa Mathews; clarissa_mathews@fws.gov

8. To see when the next seminar is scheduled, you will need to click the “enroll me” button.

- Estimate stream flow for ungauged areas
- Predict water quality from land cover loading coefficients
- Analyze historic and future climate predictions for decision support
- Perform stream suitability analysis
- Perform multi-criteria analysis to prioritize projects

The self-enrollment section includes:

- A dropdown arrow and the text "Self enrollment (Learner)".
- The text "No enrollment key required." below the dropdown.
- A green "Enroll me" button (highlighted with a red box).



**NOTE: YOU ARE NOT YET REGISTERED**  
Continue following this job aid to complete your registration.



9. Find the event you are interested in, and click “Request Approval”.

Comments	Course Contact	SME	Responsible Bureau	Date	Time and Time Zone	Room	Seats available	Status	Sign-up period	Options
Shepherdstown, WV	Katie Poston: katie_poston@fws.gov	Clarissa Mathews: clarissa_mathews@fws.gov	U.S. Fish and Wildlife Service	June 1, 2020 - June 4, 2020	8:00 AM - 5:00 PM America/New_York	156IW-Classroom, National Conservation Training Center (NCTC), US Fish and Wildlife Service (Room details)	12	Booking open		Request approval
				June	8:00 AM - 12:00 PM	156IW-				

10. Complete all required fields and choose the appropriate response in the drop down menus. Complete any other fields as needed and click “Request Approval” at the bottom of the screen.



**NOTE: If there is no manager listed, return to step 2.**  
 This applies to DOI **and** non-DOI Learners.  
Failure to do this will delay your registration and you could miss out on an open seat.

Manager PHILLIPS MARCI B. Choose manager

Managers from all job assignments will be chosen if left empty.

Special Requests (i.e., Interpreter accommodations, allergies)

Method of Payment\* Choose...

Payment Status

Is this course currently on your IDP? Choose...

Receive confirmation by\* Email with iCalendar appointment

Request approval Cancel

11. You have submitted your booking request.



**You are not officially enrolled until your manager approves your booking request.**

12. You will now see a message at the top of the screen stating that the booking requires approval from your manager.

- Your manager will receive an email with instructions on how to approve or deny your request.
- Non-DOI participants will not be officially enrolled until Marci Phillips approves your request. You can contact Marci Phillips at [doitalent@fws.gov](mailto:doitalent@fws.gov) if you have questions.

Your request was sent to your manager for approval.

### All events in Watershed Analysis and Hydrologic Modeling

**Target Audience:** Anyone who works with watersheds.

13. You will also receive an email regarding your request (See example below).



**This is not a notification of enrollment.** This email is a notification that you have submitted a booking request to attend Watershed Analysis and Hydrologic Modeling that has not yet been approved. Please review the information below for accuracy.

**Your request needs to be approved by your supervisor in DOI Talent no later than 6:00 AM, Jun 1. Please speak with you supervisor about this pending request.**

Seminar Details:

- June 1, 2020, 8:00 AM - June 4, 2020, 5:00 PM America/New\_York
- Room: 156IW-Classroom
- Building: National Conservation Training Center (NCTC)
- Location: US Fish and Wildlife Service
- Room Name: 156IW-Classroom
- Details

6/1/20 - 6/5/20

Thank you  
DOI Talent Program Office

## Need help?

- ❖ For local browser/connectivity issues, please contact your local IT department for assistance.
- ❖ For technical issues with DOI Talent courses or problems with your account, contact the Help Desk Phone: 1-888-367-1622, menu option 3, then 7 (Monday - Friday, 6:00 am - 5:30 pm, Mountain) or Email: [HRMS\\_Helpdesk@ios.doi.gov](mailto:HRMS_Helpdesk@ios.doi.gov)