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.do.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.

   ![Manager](phillips_marci_b)

   • 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 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.

   ![Courses](find_learning_courses)

Revised 3/24/2020
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”.

![Course Search Interface]

- Course Name Field
- Course Code Field

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

![Course List]

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

![Self Enrollment]

- No enrollment key required.
- Enroll me

**NOTE: YOU ARE NOT YET REGISTERED**

Continue following this job aid to complete your registration.

Revised 3/24/2020
9. Find the event you are interested in, and click “Request Approval”.

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.

11. You have submitted your booking request.

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

Revised 3/24/2020
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 if you have questions.

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

**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