

Date Updated: 2/2022 By: blm\_tc\_datasteward@blm.gov

**EXTERNAL ACCOUNTS: Requests for Training by Non-DOI**

How learners WITHOUT DOI Network access, a DOI Access card request accounts.

All account approvals are performed manually. We endeavor to respond to your request between 5-10 business days.

**LEARNER ACTION: APPLY FOR YOUR ACCOUNT**

**New Account Request Instructions:**

1. Access the new account request form [**here**](about:blank)**.**

* You are required to read and acknowledge “Notice of Monitoring and Privacy Act Statement” Then scroll down to [Submit]

1. There are **3 sections to the form;** you MUST complete ALL THREE sections and enter data into every field. See specific instructions for several fields below, other fields are self-explanatory.
2. Your request will be denied if you fail to provide ALL requested information.

SECTION 1 - Choose your username and password

* USERNAME field: Username is **your email address**. **Only lowercase is accepted.**  Please ensure that the spelling of your email address is correct in both the username and email address fields. This email address should also be used when you establish your Login.gov account on that site.
* PASSWORD At least 12 Characters. Typical password rules apply with at least 1 upper, 1 lower, 1 number, 1 special character)

SECTION 2 - More details

* EMAIL ADDRESS: use the **same email and format as your username**. You will be required to verify your email address.
* YOUR NAME: Please enter your LAST NAME and your FIRST NAME in ALL CAPS

SECTION 3 - Other fields (Expand this to enter the below information)

* SPONSORING BUREAU field: choose the BUREAU that offers the course you wish to attend
* AFFILIATION/ORG SPONSOR field: enter the NAME OF YOUR EMPLOYER or the agency that you represent (NOT the DOI Agency)
* COMMENTS field: enter the correct COURSE NAME and course number (if you have it). If there is CLASS ATTENDANCE involved, be sure to include the CLASS DATE/LOCATION. **Example:**  PFC for Professionals, BLM-TC-1737-15, 5/16/22 Phoenix
* DO YOU NEED A SPECIAL ACCOMODATION? Be sure to draw our attention to any special needs such as INTERPRETERS in the COMMENTS field. Also, if you have ever been a DOI contractor, volunteer, or employee, please let us know in the COMMENT field.

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