

Returning External Learners:

DOI routinely deactivates accounts that aren't actively in use. If you have attended training with us before, it is likely that you already have an account in DOI Talent which is suspended. To have your account reactivated, please contact the DOI Talent Help Desk at 720-673-9958 Option 5 or Learning_DOITalent@ios.doi.gov. Provide them with the name of the course and the sponsor of the training (BLM) you want to attend, and your issue will be directed to the appropriate bureau. If you do not have a DOI Supervisor use Steve Bird sbird@blm.gov as your external supervisor as below.

New Account Request Instructions:

KEEP THIS AVAILABLE WHILE YOU ARE REQUESTING A DOI TALENT ACCOUNT! Follow the **highlighted** instructions and it will be smooth...

- Access the **new account request form here.** ← (Click)
- **NAME: FIRST AND LAST NAME USE ALL CAPITALS and ADD BLM-** (your last name like this **BLM-LASTNAME**) This speeds up finding you for the course you have requested.

There are sections to the form you MUST complete ALL sections below and enter data into EVERY field. See specific instructions for several fields below, other fields are self-explanatory.

- Your request *will be denied* if you fail to provide ALL requested information below.
- 'Username' field: insert your **official email address** (the one you won't forget and do use). Please ensure that the spelling of your email address is correct. You will be required to verify your email. This email will be used when you establish your Login.gov account on that site.
- The "Role ID" – Choose **"IN-OTHER"**
- The "Domain ID" – Choose **"IN-UNASSIGNED"**
- The "Sponsoring Bureau" field: select the BUREAU that is offering the course you wish to attend. This will be **Bureau of Land Management**
- The "Affiliation" field: select the option that most closely matches your situation. **Intern, State/Local Gov, Contractor or DOI Partner**
- The "Affiliate Org/Sponsor" field: indicate what agency you represent. **Put WHO you work for (NOT BLM)**
- The "Comments" field: indicate the specific COURSE NAME: **CLASS NAME** (from DOI Talent), **LOCATION, DATES** and **Steve Bird sbird@blm.gov as External Supervisor** (this field is VERY IMPORTANT, if you don't fill it out your account request will be rejected)
- All account approvals are performed manually. We endeavor to respond to your request **within 7-10 business days.**