# Setting Up a DOI Learn Account for Non-Federal CRU Staff and Students

Go to <http://gm2.geolearning.com/geonext/doi/login.geo> and click the “Request a new account” link

Enter all required fields (\*) on the form per below. The values in the yellow highlighted fields should be entered for all CRU non-federal account requests. The values in the orange highlighted fields are specific to your unit (Org Code and Contractor Name are available on page 4 below). The values in the green highlighted fields are specific to the individual requesting the account. An example of a completed form is available on page 2 below. Once all required fields are entered click “Create Account”

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**Example completed form for Georgia Coop Unit**



Upon completion, the USGS DOI Learn steward will create the student’s account and revise the student’s username to include “ext” (for external) at the beginning. The student will receive an email from the DOI Learn system saying that they have an account in DOI LEARN and that they can register for courses. If a student gets a message denying them a DOI Learn account, or if they have not received a message after five working days, please let Don Dennerline know as soon as possible (don\_dennerline@usgs.gov; 706-705-6042). In the latter case, they might also want to check their “spam” box in case the notification message got caught by their spam filter.

Upon your initial log in, YOU MUST UPDATE YOUR PROFILE by:

* click Settings and Preferences
* click My Profile tab
* update all blank fields
* set the Time Zone
* click Update
* click My Supervisors tab
* add the following people as your supervisors (if they aren’t already there). It is very important that you add the 2 individuals from the CRU headquarters staff (e.g., Don and Shana):
	+ Your direct supervisor
	+ Don Dennerline
	+ Shana Coulby

# Contractor Names and Org Codes by Unit

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| **Unit** | **Contractor Name** | **Organization Code**  |
| Alabama | Ed. Inst. ALCFWRU | GGHEBD0400 |
| Alaska | Ed. Inst. AKCFWRU | GGHEBD3900 |
| Arizona | Ed. Inst. AZCFWRU | GGHEBD3000 |
| Arkansas | Ed. Inst. ARCFWRU | GGHEBD3600 |
| California | Ed. Inst. CACFWRU | GGHEBD3700 |
| Colorado | Ed. Inst. COCFWRU | GGHEBD2800 |
| Florida | Ed. Inst. FLCFWRU | GGHEBD0700 |
| Georgia | Ed. Inst. GACFWRU | GGHEBD0600 |
| Hawaii | Ed. Inst. HICFRU | GGHEBD3800 |
| Idaho | Ed. Inst. IDCFWRU | GGHEBD4300 |
| Iowa | Ed. Inst. IACFWRU | GGHEBD1200 |
| Kansas | Ed. Inst. KSCFWRU | GGHEBD3300 |
| Louisiana | Ed. Inst. LACFWRU | GGHEBD3400 |
| Maine | Ed. Inst. MECFWRU | GGHEBD2300 |
| Maryland | Ed. Inst. MDCFWU | GGHEBD1800 |
| Massachusetts | Ed. Inst. MACFWRU | GGHEBD2200 |
| Minnesota | Ed. Inst. MNCFWRU | GGHEBD1100 |
| Mississippi | Ed. Inst. MSCFWRU | GGHEBD0500 |
| Missouri | Ed. Inst. MOCFWRU | GGHEBD1300 |
| Montana Fish | Ed. Inst. MTCFRU | GGHEBD2600 |
| Montana Wildlife | Ed. Inst. MTCWRU | GGHEBD2500 |
| Nebraska | Ed. Inst. NECFWRU | GGHEBD4400 |
| New Mexico | Ed. Inst. NMCFWRU | GGHEBD3100 |
| New York | Ed. Inst. NYCFWRU | GGHEBD2000 |
| North Carolina | Ed. Inst. NCCFWRU | GGHEBD0900 |
| Oklahoma | Ed. Inst. OKCFWRU | GGHEBD2400 |
| Oregon Fish | Ed. Inst. ORCFRU | GGHEBD4100 |
| Oregon Wildlife | Ed. Inst. ORCWRU | GGHEBD4200 |
| Pennsylvania | Ed. Inst. PACFWRU | GGHEBD1900 |
| South Carolina | Ed. Inst. SCCFWRU | GGHEBD1000 |
| South Dakota | Ed. Inst. SDCFWRU | GGHEBD3200 |
| Tennessee | Ed. Inst. TNCFRU | GGHEBD0800 |
| Texas | Ed. Inst. TXCFWRU | GGHEBD3500 |
| Utah | Ed. Inst. UTCFWRU | GGHEBD2900 |
| Vermont | Ed. Inst. VTCFWRU | GGHEBD2100 |
| Virginia | Ed. Inst. VACFWRU | GGHEBD1700 |
| Washington | Ed. Inst. WACFWRU | GGHEBD4000 |
| West Virginia | Ed. Inst. WVCFWRU | GGHEBD1600 |
| Wisconsin Fish | Ed. Inst. WICFRU | GGHEBD1400 |
| Wisconsin Wildlife | Ed. Inst. WICWRU | GGHEBD1500 |
| Wyoming | Ed. Inst. WYCFWRU | GGHEBD2700 |