

## 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"

**Please enter the following information to create an account.**

Note:  Required Fields.

\* Add Reason:

\* Username:   
In the Username alphanumeric characters including dot, hyphen, underscore and @ can be used (no spaces).

\* First Name:  Initial:

\* Last Name:

\* Email Address:

\* Confirm Email Address:

\* Address:

\* Postal Code Type:  US ZIP  Foreign Postal Code  APO

\* Postal Code:

\* Country:

\* State/Province:

\* Office Telephone:   
Ext:

\* Time Zone:

Bureau:

Contractor Name:

Department:

\* Employee Type:

Job Title:

Org Code:

Org Name:

Region:

Reportable:

Special\_Needs:

\* Word Verification: Type the characters you see in the picture below.



## Example completed form for Georgia Coop Unit

**Please enter the following information to create an account.**

Note:  Required Fields.

\*Add Reason:

\*Username:   
In the Username alphanumeric characters including dot, hyphen, underscore and @ can be used (no spaces).

\*First Name:  Initial:

\*Last Name:

\*Email Address:

\*Confirm Email Address:

\*Address:

\*City:

\*Postal Code Type:  US ZIP  Foreign Postal Code  APO

\*Postal Code:

\*Country:

\*State/Province:

\*Office Telephone:   
Ext:

\*Time Zone:

Bureau:

Contractor Name:

Department:

\*Employee Type:

Job Title:

Org Code:

Org Name:

Region:

Reportable:

Special\_Needs:

\*Word Verification: Type the characters you see in the picture below.

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STOP SPAM. NOO DOORS.

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](mailto:don_dennerline@usgs.gov); 706-542-4988). 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 Rita):
  - Your direct supervisor
  - Don Dennerline
  - Rita Raines

### Contractor Names and Org Codes by Unit

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