Instructions for Accessing eLearning Modules via the Commerce Learning Center

1. Enter the Commerce Learning Center
Open your web browser (Microsoft or Mozilla only) to: learn.doc.gov
A Secure HTTPS window opens for your login:

Enter your username (your complete NOAA e-mail address, e.g. firstname.lastname@noaa.gov) and password

First time users: Your initial temporary password was sent to you by email. If you have not received it yet, see Username & passwords.
At your very first login, you will be prompted to setup answers to several security questions for future use in retrieving a forgotten password. Make sure you can easily remember your responses. See Login Assistance for more information.

Misplaced password: Click Forgot Password link, and answer the questions. Contact your Learning Center for further Login Assistance.
2. Click on NOAA, under Learning Centers:

3. NWS Employees only, click on your NWS Learning Center:

4. Search for a course

   a. Click on the **Search button**:
4. Search for a course (cont’d)

b. Type the **course name** in the box: e.g., *NOAA Business Model*

![Image of search form](search_form.png)

- Change the Search Type to "**Exact Phrase**" and click the "**Go**" button. (Note: If a popup message about secure and nonsecure items ever appears, click the "Yes" button.)

5. Start the course.

Click the "**Click here to start this course**" link:
6. Launch the course.

   a. Click the link that says "Click here to launch the course:"

   b. A **new window** will appear that contains the e-learning module. If not, check to be sure your browser allows pop-up windows.

You may use the following buttons in the presentation window:
   A. Change volume
   B. Navigate forwards and backwards
   C. View a textual representation of the audio
7. **When finished**, click the button to close the presentation window. If you need to stop the course before finishing, you may resume it later. Click the Next button:

8. Click the "Exit" button to return to the Learn Center Search page:

9. **View transcript and completion status** at the"My Transcript" link:

   If your transcript and/or course completion status does not appear, please contact your Learning Center for further assistance.

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