

**Accessing the E-Learning Modules for the NOAA Leadership Seminar  
via  
the NOAA Learning Center**

These instructions are provided as a guide to launch the following E-learning modules for the NOAA Leadership Seminar:

- NOAA Business Model
- Team NOAA – Putting the Pieces Together

These modules are available at the NOAA Learning Center at <http://doc.learn.com/noaa>

**System Requirements:**

- Internet Explorer and Mozilla-based browsers (e.g., Firefox) on a PC are the only browser/system combinations supported. Linux and Mac systems may cause a “Not Attempted” or “Incomplete” completion status for the course.
- These modules require Macromedia Flash Player, version 6 or later, to be installed on your computer. You may obtain this free software from <http://www.adobe.com>.

1. Open your web browser and go to this address:

<http://doc.learn.com/noaa>

2. Enter your username and password into the web page.

Your username is your complete NOAA e-mail address (firstname.lastname@noaa.gov). Example:

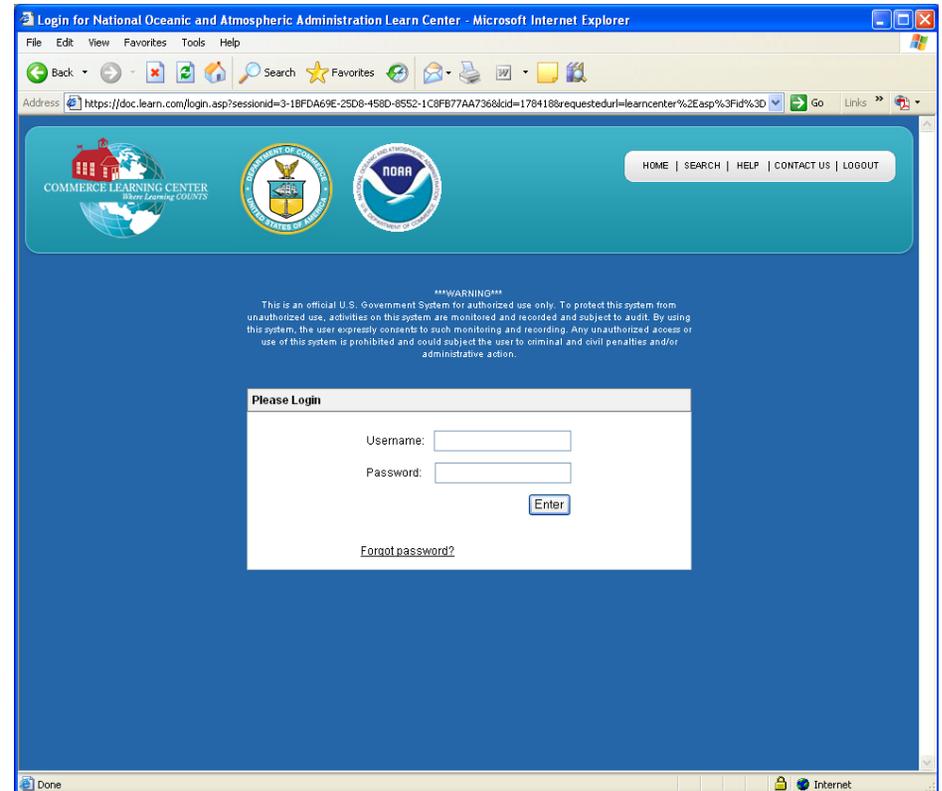
John.Smith@noaa.gov

*If you are a first time user, your password was sent via e-mail. During your very first session, you must change your password. You cannot login again with the original password.*

In addition, you will be asked to answer some questions for future use in retrieving a forgotten password. Make sure you can easily remember your responses. These questions and responses are critical in retrieving passwords. Do not forget your responses.

*If you have misplaced your original e-mail notification, please contact a Learning Center Administrator between 7:30am - 4:00pm. EDT:*

- Maria Krug, NOAA Primary Administrator, [Maria.C.Krug@noaa.gov](mailto:Maria.C.Krug@noaa.gov), 301-665-3766
- Stan Lum, NOAA Backup Administrator, [Stanton.K.Lum@noaa.gov](mailto:Stanton.K.Lum@noaa.gov), 301-713-6312
- Adam Santo, NOAA Configuration Manager, [Adam.D.Santo@noaa.gov](mailto:Adam.D.Santo@noaa.gov), 301-713-6311



*If you don't remember your password, click the "Forgot password?" link and answer the password recovery questions when prompted.*

*For expired passwords, please answer the password recovery questions when prompted.*

3. Now that you have logged in, you need to search for one of the courses:

NOAA Business Model or Team NOAA.

a) To find a course, click once on the "Search" button.

National Oceanic and Atmospheric Administration LearnCenter - Powered by Learn.com - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail Print Print Print Print

Address <https://doc.learn.com/learncenter.asp?id=178418&sessionid=3-C40E88B3-323C-47AA-8168-3CE8FB55CC83&page=1> Go Links

COMMERCE LEARNING CENTER  
Where Learning COUNTS

DEPARTMENT OF COMMERCE  
UNITED STATES OF AMERICA

NOAA  
NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION  
U.S. DEPARTMENT OF COMMERCE

HOME SEARCH HELP CONTACT US LOGOUT

JOHN SMITH

MY TRAINING PLAN

MY TRANSCRIPT

TRAINING & DEVELOPMENT

NOAA TRAINING FORM

What's New & Interesting

Features

Upcoming

Learning Resources

Commerce Course Catalog

Commerce Training Policy

Glossary

Supervisor Tools

Instructions for Supervisors (PDF)

>Welcome to the NOAA Learning Center!

Your one-stop shop for all your learning needs:

- Online courses at your fingertips
- Individualized training plans
- Transcript of your training history
- Personal training calendar

Take the virtual tour below to get started!

Trainers, view [upcoming events](#) to learn how to use the CLC.

Members of the NWS: Please visit the [Weather Service Learning Center](#).

LEARNING CENTERS

COMMERCE

NOAA

NWS

Getting Started

Be among the first to really know the NOAA Learning Center.

- Click on the Virtual Tour for a walkthrough (requires the [Flash Player](#))
- Explore the screen on your own
- Check your training plan for your assignments
- Take a course in the subject of your choosing

Watch this page for new features.

To change your current password [click here](#).

VIRTUAL TOUR

My Training Calendar

JULY 2007

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

LEGEND

- Personal Event
- LearnCenter Event
- Assignment Due
- Live Event

b) Type the course name into the text box:

- **NOAA Business Model** or
- **Team NOAA**

c) Change the Search Type to “Exact Phrase” and click once on the “Go” button.

The screenshot shows the NOAA Learning Center website in Microsoft Internet Explorer. The browser title is "National Oceanic and Atmospheric Administration LearnCenter - Powered by Learn.com - Microsoft Internet Explorer". The address bar shows the URL: "https://doc.learn.com/learncenter.asp?id=178418&sessionId=3-C40E88B3-323C-47AA-8168-3CE8FB55CC83&page=2".

The website header includes logos for the Commerce Learning Center, the Department of Commerce, and NOAA. Navigation links for HOME, SEARCH, HELP, CONTACT US, and LOGOUT are visible. The user name "JOHN SMITH" is displayed in the top right corner.

The main content area features a "Search" section with the following elements:

- Search** (Section Header)
- Live Events Calendar** (Section Header)
- View live instructor training events [here](#).
- Key Word Search** (Section Header)
- Your Search section allows you to search for on-line, ILT, and other all types of training available within the NOAA Learning Center. You can also search by keyword. The number of search results will be increased as new courses are added.
- Search for Courses, Classes, & ILT Sessions
- Search box containing "NOAA Business Model"
- Search options:  Search Courses,  Search Classes,  Search ILT Sessions
- ILT Session Start Date and ILT Session End Date (calendar pickers)
- Search Type dropdown menu set to "Exact Phrase"
- "Go" button

Red circles highlight the search box and the "Go" button. Red arrows point from the search box to the "Go" button.

The left sidebar contains navigation links for MY TRAINING PLAN, MY TRANSCRIPT, TRAINING & DEVELOPMENT, and NOAA TRAINING FORM. It also features a "What's New & interesting" section with links to Features and Upcoming, and a "Learning Resources" section with links to Commerce Course Catalog, Commerce Training Policy, and Glossary. A "Supervisor Tools" section includes a link to Instructions for Supervisors (PDF).

The status bar at the bottom shows "Done" and "Internet".

d) Click on the “Click here to start this course” link to go to the course launch page.

The screenshot shows a Microsoft Internet Explorer browser window displaying the National Oceanic and Atmospheric Administration LearnCenter website. The browser's address bar shows the URL: <https://doc.learn.com/learncenter.asp?sessionid=3-C40E88B3-323C-47AA-8168-3CE8FB55CC83&id=178418&page=2&mode=show&command=searchforcourses>. The website header includes logos for the Commerce Learning Center, the Department of Commerce, and NOAA, along with navigation links for HOME, SEARCH, HELP, CONTACT US, and LOGOUT. The user's name, JOHN SMITH, is displayed in the top right corner.

On the left side of the page, there are several navigation buttons: MY TRAINING PLAN, MY TRANSCRIPT, TRAINING & DEVELOPMENT, and NOAA TRAINING FORM. Below these are sections for "What's New & Interesting" (with links to Features and Upcoming), "Learning Resources" (with links to Commerce Course Catalog, Commerce Training Policy, and Glossary), and "Supervisor Tools" (with a link to Instructions for Supervisors (PDF)).

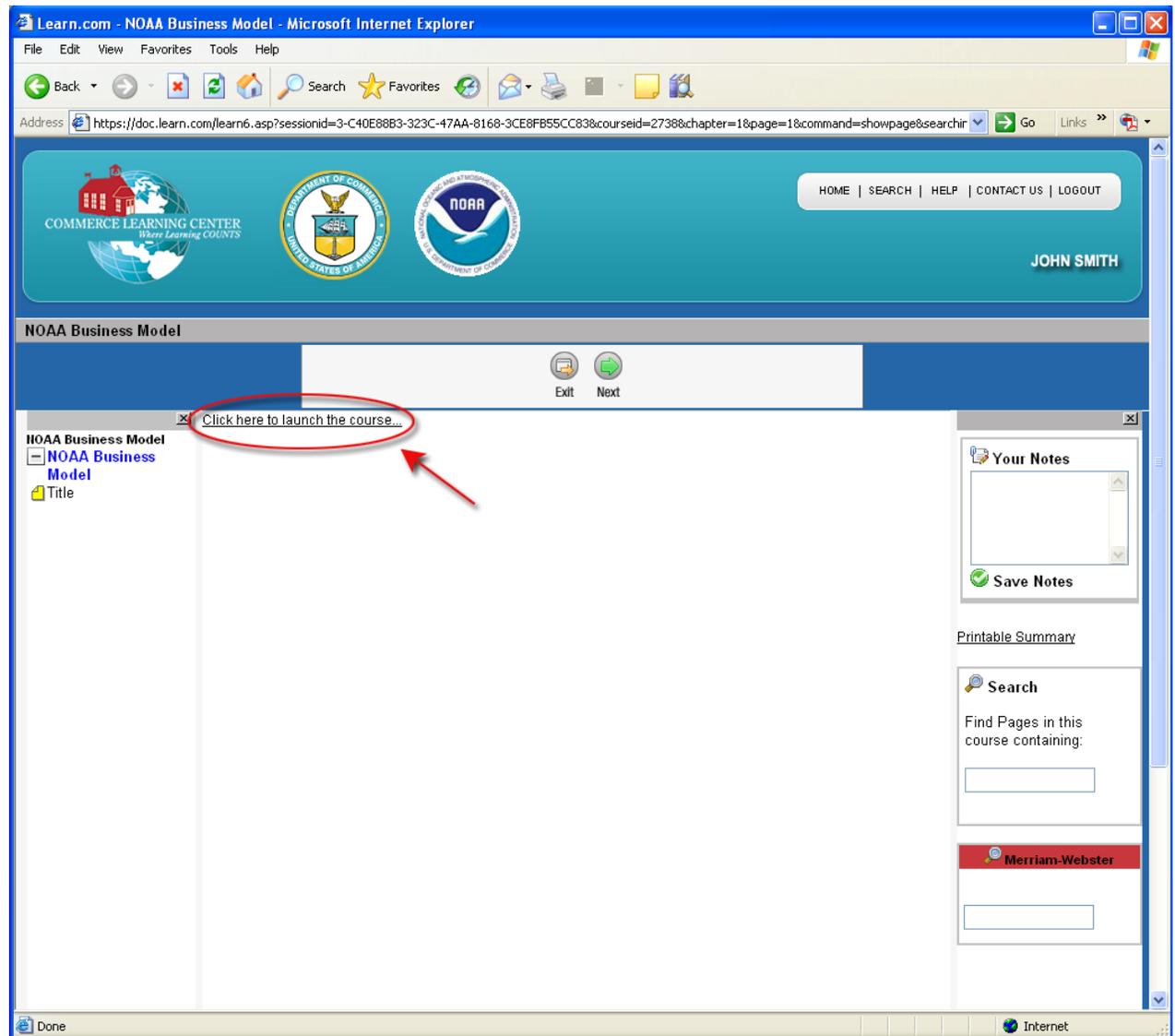
The main content area displays "Search Results" for the query "NOAA Business Model". The results are organized into categories: Courses, Classes, and ILT Sessions. Under the "Courses" category, a single result is shown with the following details:

- Title:** NOAA Business Model
- Description:** Click here to start this course

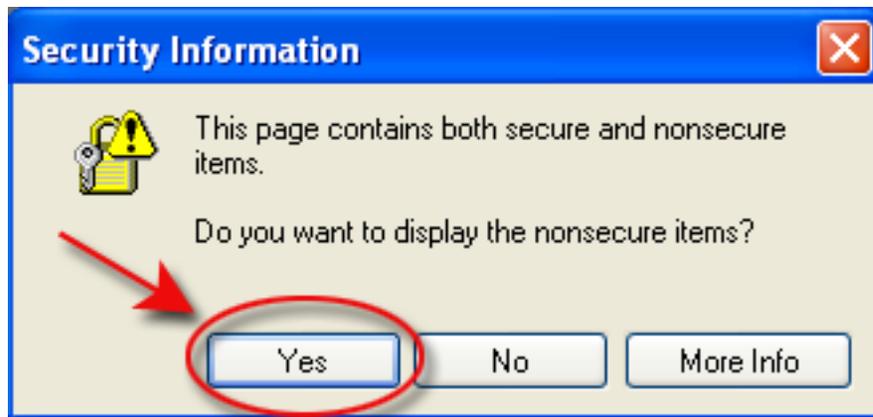
The link "Click here to start this course" is circled in red, and a red arrow points to it from the right. Under the "Classes" and "ILT Sessions" categories, the message "Sorry no matches were found." is displayed.

The browser's status bar at the bottom shows "Done" and "Internet".

e) Click once on the link that says “Click here to launch the course”. A new window will appear that contains the e-learning module.



Along the way, you may see a warning message about displaying secure and nonsecure items. If you see such a window, click the “Yes” button.



4. A new window appears which contains the learning module.

*\*Be sure your browser is set to allow popup windows. Many browsers will alert you that they blocked a popup window and allow you to accept popup windows from a particular address. Contact your computer administrator if you need help getting the module to appear.*

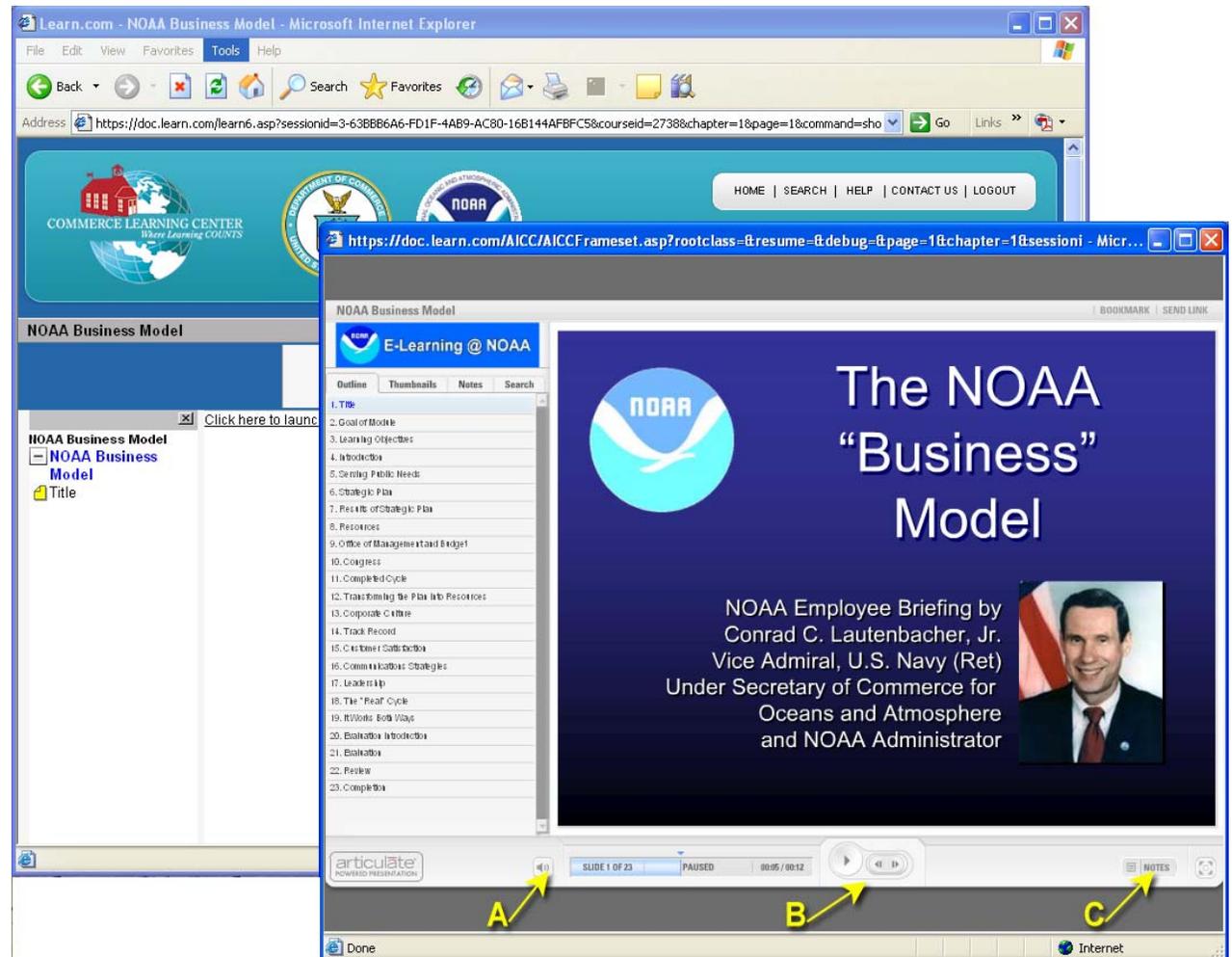
You may use the following buttons in the presentation window:

- A. Change volume**
- B. Navigate forwards and backwards**
- C. View a textual representation of the audio**

You can also resize the presentation window.

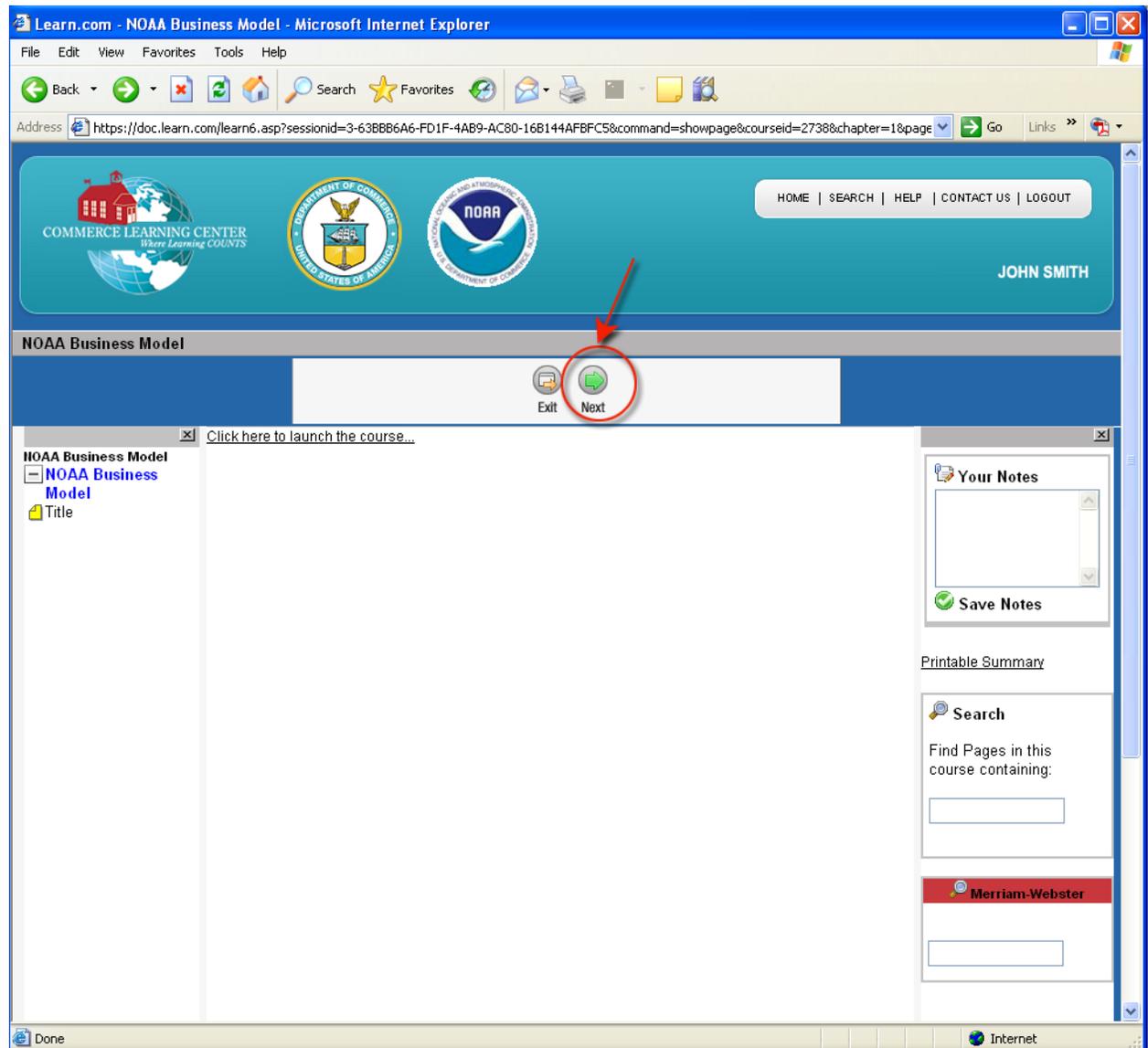
When you are finished, click the  button to close the presentation window.

*If you need to stop the course before finishing, you may resume it later.*

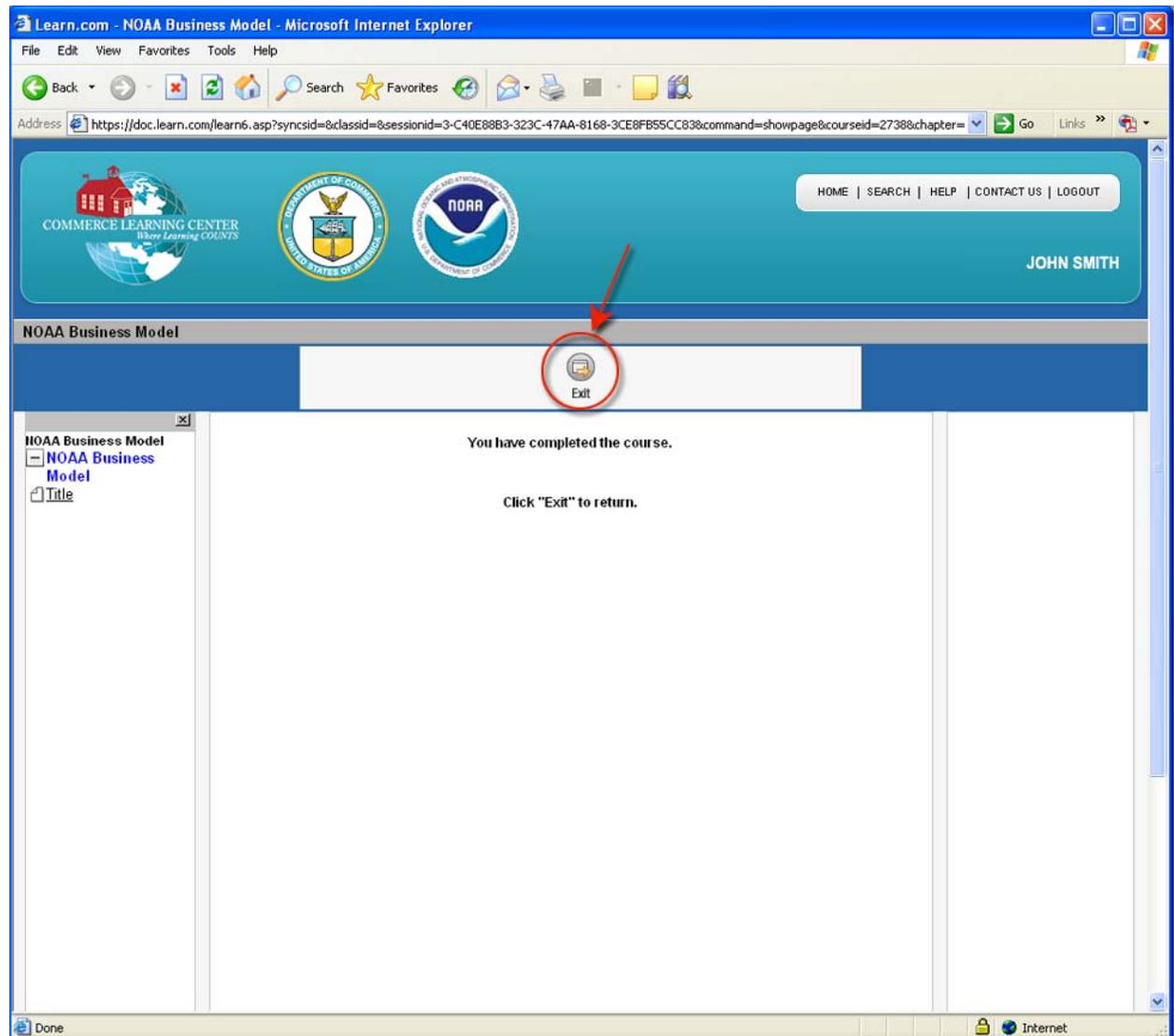


5. Click the “Next” button.

*If you did not completely finish the course, the next page may incorrectly state that you did finish the course. Your course transcript contains your official completion status.*



6. Click the “Exit” button to return to the LearnCenter Search page.



- To view your transcript and course completion status, click the “My Transcript” link.

*If your transcript and/or course completion status does not appear in the “My Transcript” link, please contact a NOAA Learning Center Administrator as described on page 2 of this tutorial.*

National Oceanic and Atmospheric Administration LearnCenter - Powered by Learn.com - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://doc.learn.com/learncenter.asp?id=178418&sessionId=3-C40E88B3-323C-47AA-8168-3CE8FB55CC83&page=2>

HOME | SEARCH | HELP | CONTACT US | LOGOUT

JOHN SMITH

MY TRAINING PLAN

MY TRANSCRIPT

TRAINING & DEVELOPMENT

NOAA TRAINING FORM

### Search

Live Events Calendar

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#### Key Word Search

Your Search section allows you to search for on-line, ILT, and other all types of training available within the NOAA Learning Center. You can also search by keyword. The number of search results will be increased as new courses are added.

Search for Courses, Classes, & ILT Sessions

NOAA Business Model

Search Courses

Search Classes

Search ILT Sessions

ILT Session Start Date

ILT Session End Date

Search Type

Exact Phrase

Done Internet

