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, 301-665-3766
- Stan Lum, NOAA Backup Administrator, Stanton.K.Lum@noaa.gov, 301-713-6312
- Adam Santo, NOAA Configuration Manager, 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.
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.
d) Click on the “Click here to start this course” link to go to the course launch page.
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.
6. 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.*