

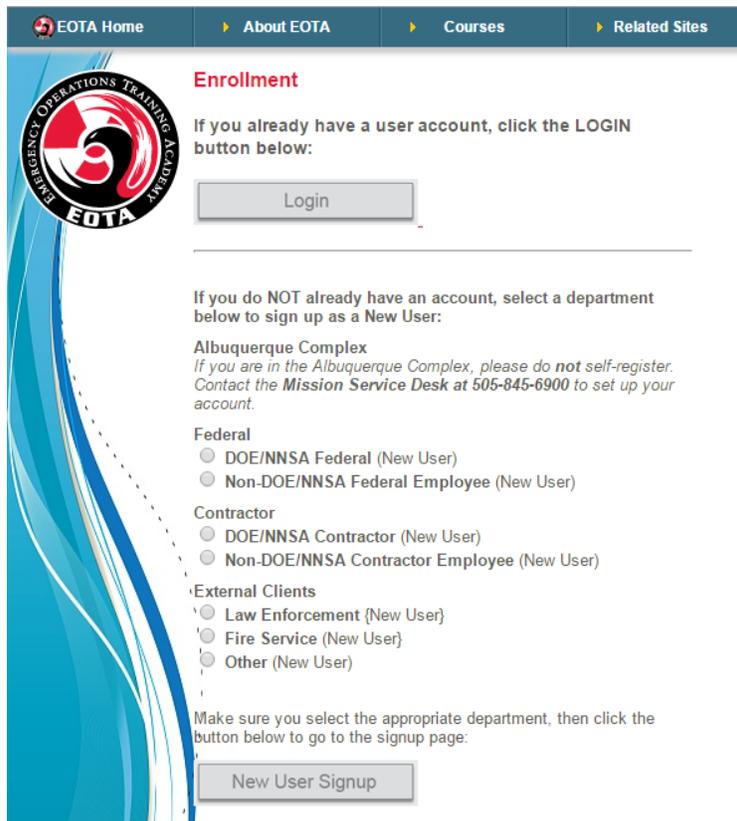
EOTA Learning Management System

Go to the EOTA Home Page at: <http://eota.energy.gov/>

To begin taking courses, click the Course Enrollment menu item from the EOTA website. The Course Enrollment page will open.



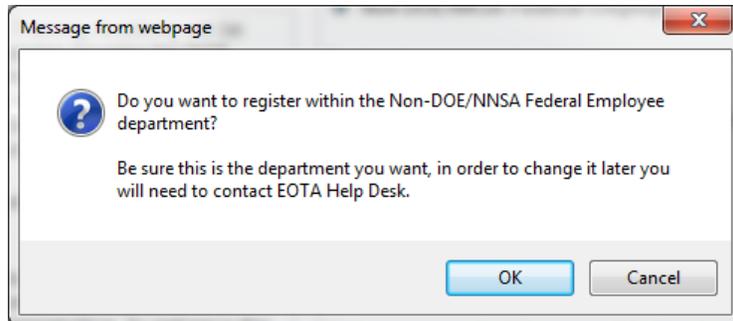
Click the Login button if you are already registered in our system or click the New User Signup button if you are a new student.



New Users

Users with an account can skip to the next section, Registered Users – Login.

If you are a new user and do **not** already have an account, select the appropriate department from the selections shown on the page above and click the “New User Signup” button. You will see the following dialog confirming your selection:



If you click OK, you will see the user profile screen:

Please fill out the following form to create your profile. Your username and password will be e-mailed to you. If you have already completed this step, click Cancel to return to the login screen and use your Username and Password. Fields with an asterisk (*) are mandatory.

First Name: <input type="text"/> *	Location: <input type="text"/>
Last Name: <input type="text"/> *	Address: <input type="text"/>
Employee #: <input type="text"/>	City: <input type="text"/> *
Email: <input type="text"/> *	Postal/ZIP: <input type="text"/>
Username: <input type="text"/>	Country: <input type="text"/> *
Password: <input type="text"/> *	Prov/State: <input type="text"/> *
Retype Password: <input type="text"/> *	Phone: <input type="text"/>

Any items marked with a red asterisk (*) are required fields.

Note that the Prov/State dropdown box will not have anything in it until you select your Country in the Country dropdown.

Click Next and you will see this screen:



Please fill out the following form to create your profile. Your username and password will be e-mailed to you. If you have already completed this step, click Cancel to return to the login screen and use your Username and Password. Fields with an asterisk (*) are mandatory.

Employment Status:

RAP ID:

COOP ID:

< Back Create Account Cancel

Privacy Policy Powered by 

You can leave these fields blank if they do not apply to you. Click Create Account and you should see this dialog confirming your registration:



Click OK and you will be taken to the regular user login page. To login, continue to the next section, Registered Users – Login.

Registered Users - Login

Upon clicking the Login button, you will be greeted by the following login window. Fill in your username and password and click Login.

Absorb Anywhere - Mozilla Firefox
https://eota.energy.gov/user/content_popup.asp

Welcome. Please log in below to access your courses.

Username or Enrollment Key: English

Password: [Lost your password?](#)

Remember Me

You are now logged into your dashboard in the EOTA learning management system. The Dashboard displays your current status and is where you can handle all of your course needs.

Absorb Anywhere - Mozilla Firefox
https://eota.energy.gov/user/content_popup.asp

Welcome, TestDOE

My Dashboard

Wednesday Apr. 10, 2013 from Absorb

✓ You have completed [Absorb Test](#).

Wednesday Apr. 10, 2013 from Absorb

📄 You have been enrolled in [Absorb Test](#).

Wednesday Nov. 23, 2011 from Absorb

✓ You have completed [EPA102DW: Program Administration Overview](#). Don't forget to print your [certificate](#).

My Calendar

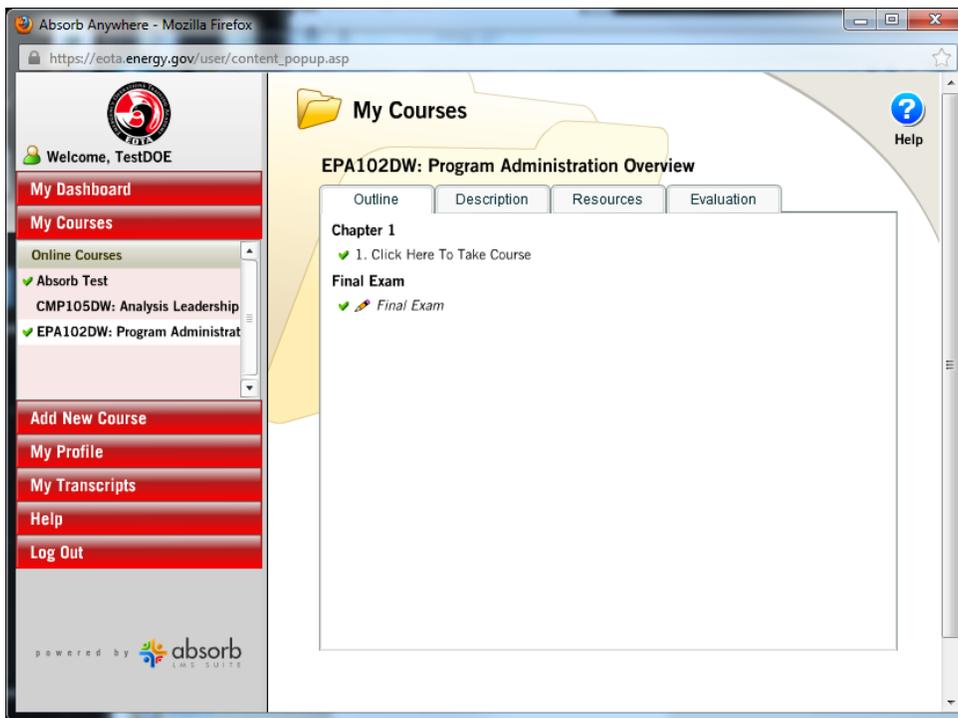
July 2013

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			

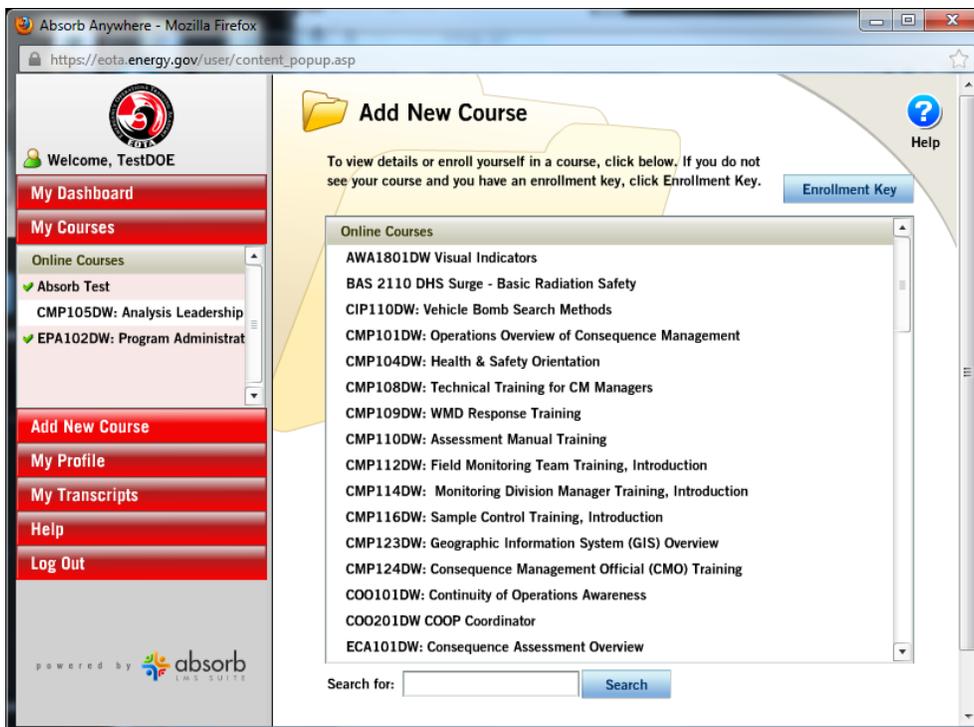
CMP105DW: Analysis Leadership T1

powered by **absorb** LMS SUITE

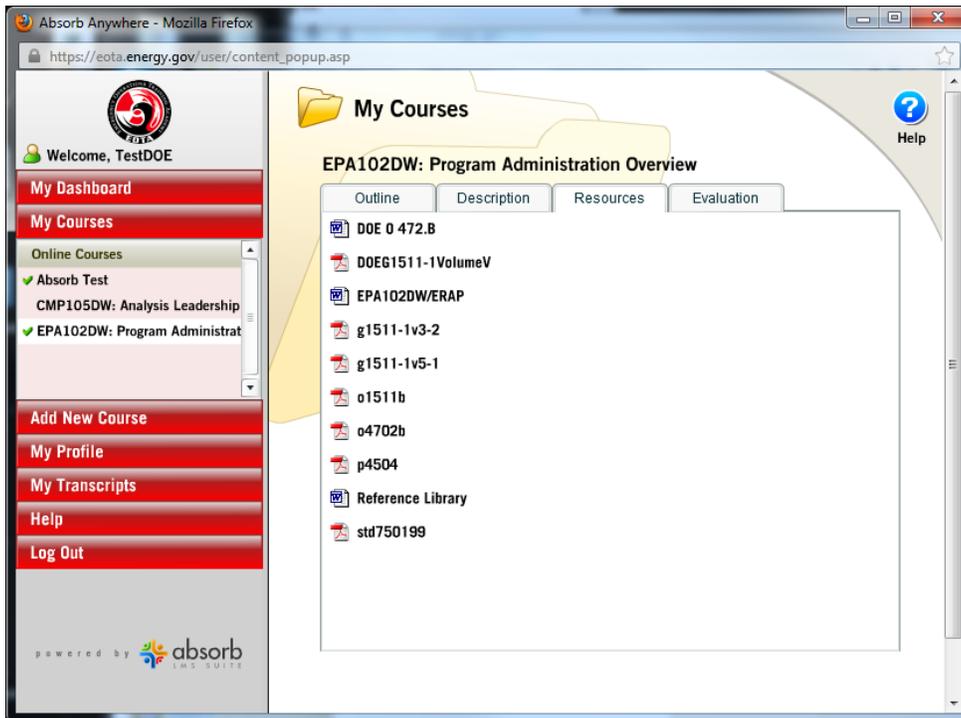
The My Courses navigation button provides you with a list of courses you are currently enrolled in. Click a title of a course to take the course.



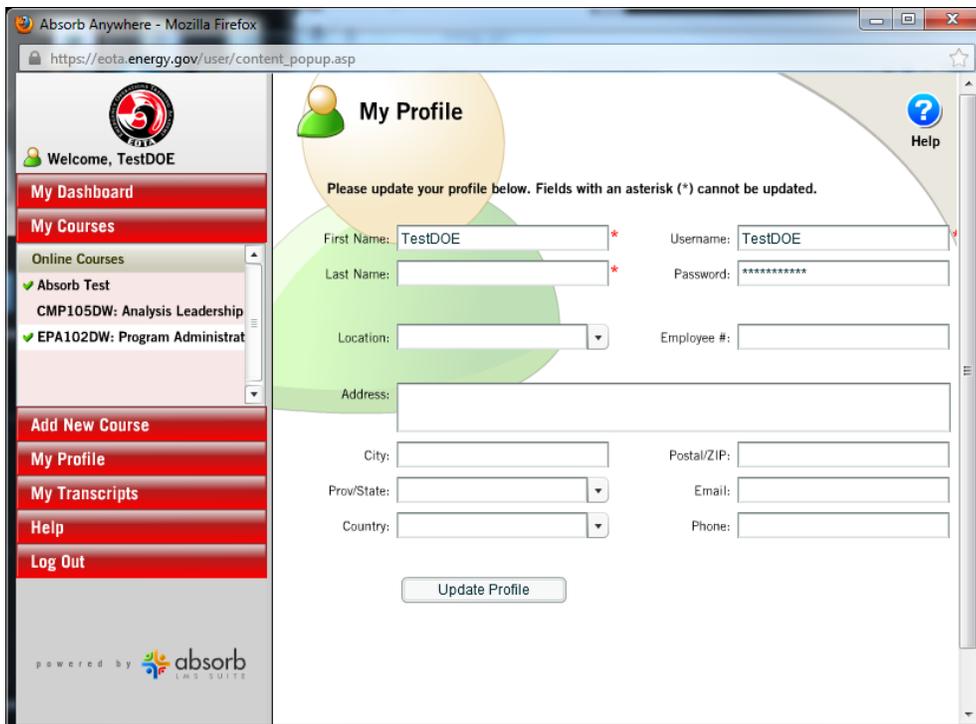
The Add New Course navigation button will show a list of available courses based on the department you signed up for as a new user. Click a course to enroll. If a course is restricted, you will be able to enroll and a course administrator will receive your request for access. You will receive an email letting you know if access was approved.



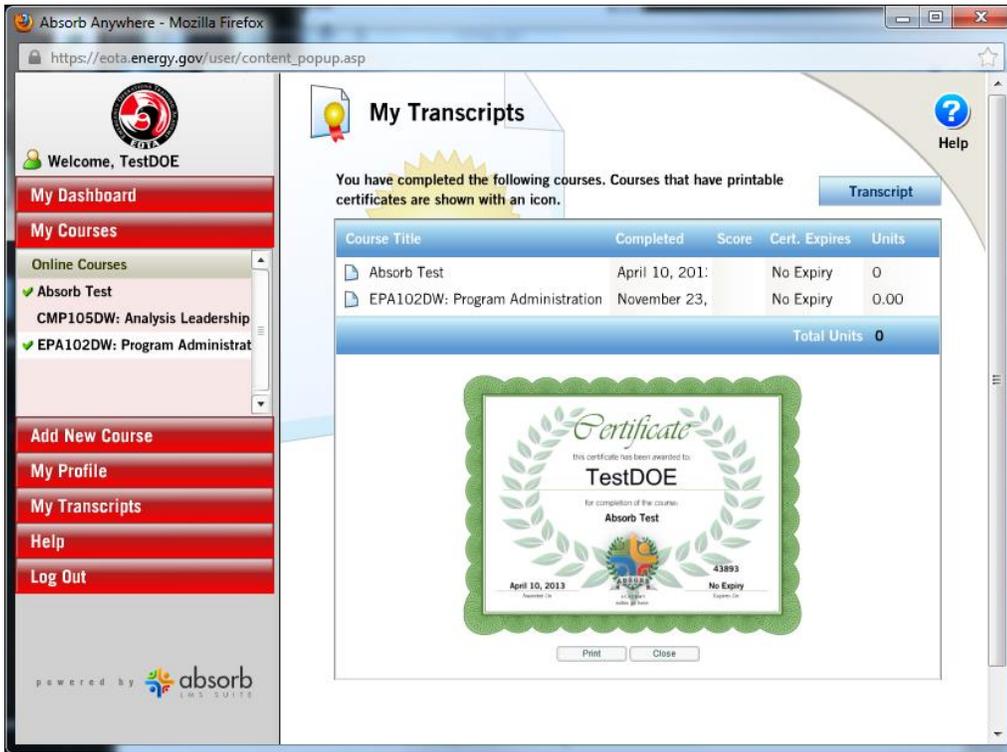
If a course has associated resources, a Resources tab will be available. Selecting this tab will display a list of the course related resources that are available.



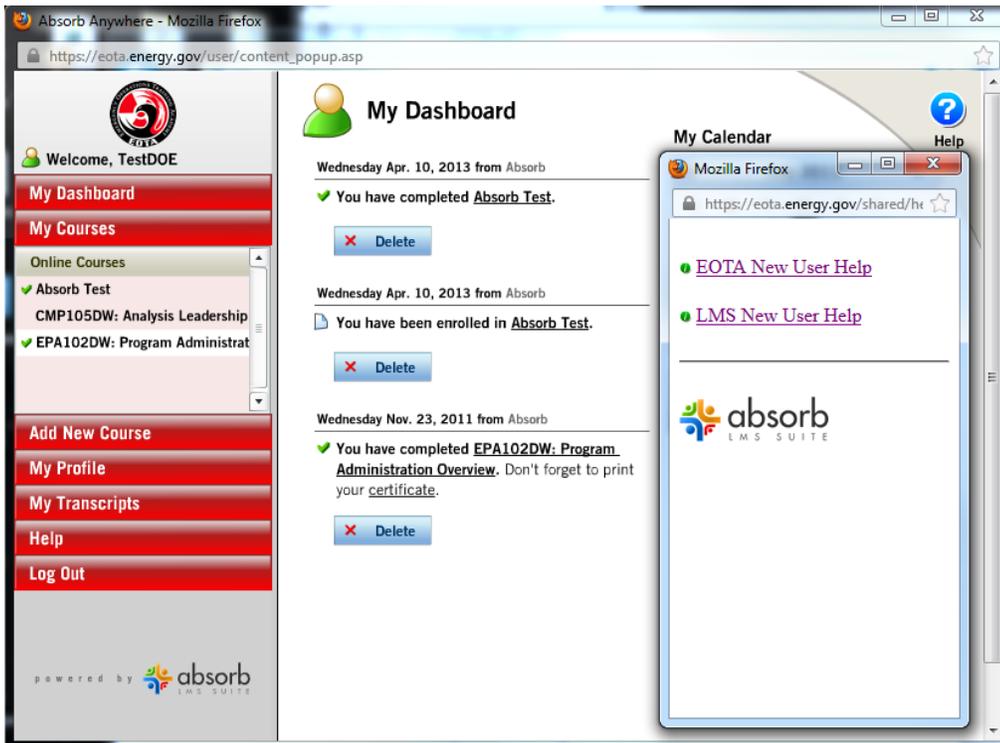
My Profile will display your user profile information. This is where you can change your password. Items marked with a red * can only be changed by the EOTA Online Learning Support Specialist. You can contact the OLSS for help at: (505) 845-6617 or by email at: na-40_2trainingacademy@nnsa.doe.gov.



Click the My Transcripts button to view your completed courses. From here you can view or print a certificate for completed courses.



Selecting Help will display a help window with links to EOTA and LMS new user help information.



Clicking the Log Out navigation button will log you out of the system.