



Create and Login to EOTA LMS Account

Learning Management System Quick Guide

Before you can complete any recommended and or required EOTA Web-based Training (WBT) courses, you'll need to **create an EOTA  Learning Management System (LMS) account**. Complete the following steps to get your account and successfully login.

Step #1: Enter <http://eota.energy.gov> into your browser URL bar, then press  **Enter** key on your keyboard

 **Please Note:**
Click **Login** if you already have a **username** and **password**.

Step #2: Select a **applicable department**

Step #3: Click the **New User Signup**

The screenshot shows the EOTA website interface. A red box with the number '1' highlights the browser address bar containing 'eota.energy.gov'. A red box with the number '2' highlights the 'Enrollment' section, specifically the list of department options. A red box with the number '3' highlights the 'New User Signup' button at the bottom right of the enrollment section.

Emergency Operations Training Academy

EOTA web-based and computer-based training is available free of charge. EOTA instructor-led training and exercises occur at various sites across the country as well at the EOTA facility in Albuquerque, NM. Look for dates, times, and registration information in the "courses" link above or below.

If you would like to arrange for EOTA training at your facility, please call or email us:

Online Learning Support Specialist:
(505) 845-6617
na-40_2trainingacademy@nnsa.doe.gov

For additional information regarding enrollment and receiving credit, please select the category that applies:

[Federal Employee](#) | [Contractor](#) | [Other](#)

Vision: The Department of Energy/National Nuclear Security Administration Emergency Operations Training Academy is recognized both domestically and internationally as the model technical training provider and training repository for radiological-nuclear emergency operations activities.

Mission: The Department of Energy/National Nuclear Security Administration Emergency Operations Training Academy (EOTA) provides timely, innovative and relevant training and education to enhance the readiness of personnel in the radiological-nuclear emergency operations community. The Academy is the Office of Emergency Operations's point of service for training development and oversight to ensure consistent and compliant radiological responder training and certification.

Enrollment

If you already have a user account, click the LOGIN button below:

If you do NOT already have an account, select a department below to sign up as a New User:

Albuquerque Complex
If you are in the Albuquerque Complex, please do not self-register. Contact the **Mission Service Desk at 505-845-6900** to set up your account.

- Federal
 - DOE/NNSA Federal (New User)
 - Non-DOE/NNSA Federal Employee (New User)
- Contractor
 - DOE/NNSA Contractor (New User)
 - Non-DOE/NNSA Contractor Employee (New User)
- External Clients
 - Law Enforcement (New User)
 - Fire Service (New User)
 - Other (New User)

Make sure you select the appropriate department, then click the button below to go to the signup page:



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Step #4: In the *eota.energy.gov* says pop-up, Click **OK**

The page at eota.energy.gov says: ✕

Do you want to register within the Non-DOE/NNSA Contractor Employee department?

Be sure this is the department you want, in order to change it later you will need to contact EOTA Help Desk.

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Step #5: Enter ***required profile information**

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.

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First Name: *

Last Name: *

Employee #:

Email: *

Location:

Address:

City: *

Postal/ZIP:

Country: - Choose - *

Prov/State: - Type - *

Phone:

Username:

Password: *

Retype Password: *

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Step #6: Click **Next**

Quick Tip: Click **Cancel** to start over.



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Please Note:

Leave fields blank if they aren't applicable. If these do apply, enter your...

- Employment Status
- RAP ID
- COOP ID

Step #7: Click **Create Account**



Please Note:

You'll receive an email with your **username** and **password** from the system.

Step #8: Click **OK**

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

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Quick Tip: Click **Back** to return to previous screen.



Quick Tip: Click or **Cancel** to return to the login screen.

Success



Your profile has been created successfully. Your new username is: TestDOE, please use this username to log in from now on instead of the Enrollment Key you were originally given.

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OK



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Please Note:
Ensure your **Username/Enrollment Key** is correct.

Step #9: Enter the **Password**

Step #10: Click **Login**

Welcome. Please log in below to access your courses.

Username or Enrollment Key: English

9 Password: [Lost your password?](#)

Remember Me

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Quick Tip: Click **Lost your password?** link to recover your password.

Please Note:
Once logged in, you'll be taken to **My Dashboard** where you can manage all your course needs.

My Dashboard

Welcome, TestDOE

- My Dashboard
- My Courses
 - Online Courses
 - Absorb Test
 - CMP105DW: Analysis Leadership
 - EPA102DW: Program Administration
- Add New Course
- My Profile
- My Transcripts
- Help
- Log Out

powered by **absorb** LMS SUITE

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			

Resume Course
CMP105DW: Analysis Leadership Test

Activity Log:

- Wednesday Apr. 10, 2013 from Absorb
 - You have completed **Absorb Test**.
 - Delete
- Wednesday Apr. 10, 2013 from Absorb
 - You have been enrolled in **Absorb Test**.
 - Delete
- Wednesday Nov. 23, 2011 from Absorb
 - You have completed **EPA102DW: Program Administration Overview**. Don't forget to print your **certificate**.
 - Delete



For EOTA LMS assistance: Janet Lee

- (505) 845-6617
- na-40_2trainingacademy@nnsa.doe.gov

For SharePoint help: Scott Stoudenmire

- (505) 796-0996 Ext 109
- sstoudenmire@itpnm.com