



Login & Navigate

Your EOTA LMS Account

Learning Management System Quick Guide

Become familiar with the following sections of the EOTA  Learning Management System (LMS) to successfully login, navigate and search for information in your EOTA LMS account.

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

Step #2: Click **Login**

Step #3: Enter your **Username** or **Enrollment Key**

Step #4: Click **Login**

1. The browser address bar shows eota.energy.gov.

2. The **Login** button is highlighted in the **Enrollment** section.

Emergency Operations Training Academy

EOTA web-based and computer-based training is available for free of charge. EOTA instructor-led training and exercises occur at various sites across the country as well as 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

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

Welcome. Please log in below to access your courses.

3. Username or Enrollment Key:

4. Password:

English

[Lost your password?](#)

Remember Me

Login

 **Quick Tip:** Click **Lost your password?** link then enter your username or email address to recover your password.



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5 My Dashboard:
Identifies the current date and lists:

- Courses you've completed
- Courses you've been enrolled in
- Reminders
- Links to resume specific course(s).

6 My Courses
Displays a list of courses in which you are currently enrolled.

Quick Tip: Click on a course title to begin the course.



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7 My Courses – Resources Tab: If a course has associated resources, this tab will be available. Click on the **Resources Tab** to view all course related resources that are available.

Quick Tip: You can enroll in restricted courses, but won't be able to access the course until you receive an email that approves your request for access.

8 Add New Course: Lists all the available courses based on your designated department.

Quick Tip: Click on a title to enroll



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9 My Profile:
Displays your profile information. Be sure to click **Update Profile** when you've updated any personal information.

Quick Tip: Contact EOTA Online Learning Support Specialist (OLSS) (505) 842-7110 or eota@eota.energy.gov to change items with red *.

10 My Transcripts
Lists the courses you've completed. Click on a course to view, download, and print completion certificates.

Course Title	Completed	Score	Cert. Expires	Units
Absorb Test	April 10, 2011		No Expiry	0
EPA102DW: Program Administration	November 23,		No Expiry	0.00
Total Units				0



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11 Help:

Lists additional links that identify EOTA and LMS New User Help information.

The screenshot shows the EOTA LMS interface. On the left is a navigation menu with items like 'My Dashboard', 'My Courses', 'Online Courses', 'Add New Course', 'My Profile', 'My Transcripts', 'Help', and 'Log Out'. The main area is titled 'My Dashboard' and displays several notifications from Absorb, including 'You have completed Absorb Test' and 'You have completed EPA102DW: Program Administration Overview'. A browser window in the foreground shows the URL 'https://eota.energy.gov/shared/ht' and two help links: 'EOTA New User Help' and 'LMS New User Help', both with a yellow '11' callout box. The browser window also shows the Absorb LMS Suite logo.

Quick Tip: Click **Log Out** to sign out of your account and exit the EOTA LMS.



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