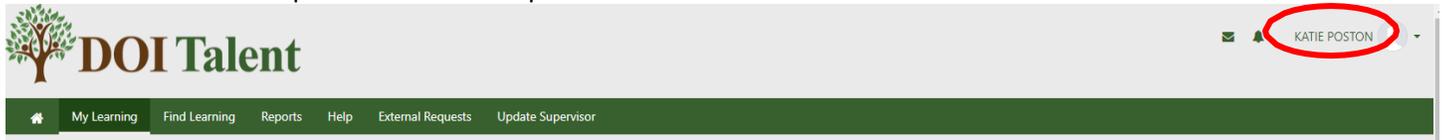


How to Register for an Event or Session in DOI Talent:

*Please note that if you are a non- DOI employee that does not yet have a DOI Talent account, please first request an account here, <https://doitalent.ibc.doi.gov/login/signup.php>, then proceed with the following process once your account request has been approved and you have an active username and password.

To register for a course in DOI Talent, please follow the instructions below:

- 1) Log into DOI Talent.
- 2) Make sure that your profile is current and that you have a supervisor listed. This is especially important for courses that require supervisory approval. To navigate to your profile, click your name in the upper right hand corner and click profile from the drop down menu.



- 3) To enroll click on “Find Learning” on your navigation bar and select “Courses” from the drop down menu.



- 4) You can search for a course multiple ways using the Course Name or the Course Shortname. Once you have filled in the appropriate field(s), click "Search".

Be sure to change the Course Status = 'A' so you only see courses that are Active.

▼ Search by

Course Status: **MUST SELECT 'A'!** i any value ▾

Course Name i contains ▾

Course Shortname i contains ▾

Responsible Bureau i any value ▾

Course Category (multichoice) i is any value ▾ Include sub-categories?

- 5) Scroll through to find the course you are looking for and click on the course name which will then bring you to the available upcoming scheduled events. **NOTE: Make sure you are clicking on the course name and not the blue i in front.**

Course Icon	Course Name	Course Type	Responsible Bureau	Requires Approval	Training Tuition Costs	Content
	i BLM/FWS/NPS Supervisory Skills Workshop	Seminar	Bureau of Land Management	Y	597	

- 6) Find the event you are interested in, make sure you take note of the available seat capacity, and click "Request approval".

Upcoming events

Comments	Course Contact	SME	Responsible Bureau	Date	Time and Time Zone	Room	Seats available	Status	Sign-up period	Options
Great Meadows NWR, Sudbury, MA	Shannon Connors: shannon_m_connors@fws.gov	Gary Schetrompf: gary_schetrompf@fws.gov	U.S. Fish and Wildlife Service	July 29, 2019 - August 1, 2019	8:00 AM - 5:00 PM America/New_York		13	Booking open		Request approval
				August 2, 2019	8:00 AM - 12:00 PM America/New_York					

- 7) Complete all required fields circled below and choose the appropriate response in the drop down menus. Complete any other fields as needed and click "Request Approval" at the bottom of the screen. **NOTE: If you are a DOI employee, your manager should already be visible in the "Manager" field. For all non-DOI employees (external participants) follow the instructions in steps 8-12. DOI employees proceed to step 13.**

There are required fields in this form marked *.

Manager  TIFFANI FIEDLER 

Managers from all job assignments will be chosen if left empty.

Special Requests (i.e., Interpreter accommodations, allergies)

Payment Status* 

Method of Payment

Is this course currently on your IDP?

Receive confirmation by*  



8) Instructions for Non-DOI Employees (external participants) “Manager” field. Click on “Choose Manager”.

There are required fields in this form marked *.

Manager ⓘ  **Choose manager**

Special Requests (i.e., Interpreter accommodations, allergies)

Payment Status*

Method of Payment

Is this course currently on your IDP?

Receive confirmation by* ⓘ

Request approval **Cancel**

9) Click the “Search” tab.



BROWSE **SEARCH** 

⋮ There are more than 1000 items at this level. Try searching instead.

- 10) Type in **FWS ADMIN** and click "Search". **NOTE:** All external user requests must have FWS ADMIN assigned as the manager. Your training request could take up to three business days to be approved. For questions, please contact nctc_training@fws.gov.

Select manager ✕

BROWSE SEARCH

Search Search 

OK Cancel

11) Click on FWS ADMIN once it is retrieved and then click "Ok" at the bottom of the screen.

Select manager (Current manager:: *FWS ADMIN (doitalent@fws.gov)*)

BROWSE SEARCH

Search FWS ADMIN Search

...FWS ADMIN (doitalent@fws.gov)

OK Cancel

12) Next, click "Request Approval" at the bottom of the screen.

Manager ⓘ FWS ADMIN (doitalent@fws.gov) ✕ [Choose manager](#)

Managers from all job assignments will be chosen if left empty.

Special Requests (i.e., Interpreter accommodations, allergies)

Method of Payment* ▾

Payment Status

Is this course currently on your IDP? ▾

Receive confirmation by* ⓘ ▾

 [Request approval](#) [Cancel](#)

- 13) For courses that require manager approval you will then see a message at the top of the screen stating that the booking requires approval from your manager. Your manager should receive an email with instructions on how to approve or deny your request. You will also receive an email regarding your booking request (See example below). **NOTE:** Be aware that you have not been officially enrolled in a seminar until your manager approves your request. Non-DOI participants will not be officially enrolled until the FWS ADMIN approves your request. For questions, please contact nctc_training@fws.gov.



Your booking has been completed but requires approval from your manager.
You should immediately receive a confirmation email.

All events in FWS-CSP1004 Data Wrangling with R

Target Audience: Anyone who wants to learn R to manipulate data and communicate analysis.

Summary and Objectives: Participants with no prior experience in R will learn how to transform messy field data into purposeful information for analysis and decision making. Computer programming is a critical skill for anyone working with data because it promotes reproducible research and communication of science. R is an open-source programming language that was developed by scientists as a tool to analyze and share data. Participants will find R much easier to learn than other programming languages because R has a growing user community that provides online support, books, and tutorials. Program users can do almost anything in R, the only limitation is their creativity. The course format combines lectures, hands-on computer exercises, and open lab time where participants can work on their own data that they bring to class. The RStudio integrated development environment and the tidyverse family of packages will be highlighted in the course as they make R programming a fun and intuitive experience. This course is highly recommended as a precursor to all of the National Conservation Training Center's data analysis courses.

Upon completion of this course, participants will be able to:

- Understand the basics of writing R code and working in the RStudio environment;
- Import and export multiple file types, such as text, spreadsheet, database, and spatial file types;
- Use the tidyverse family of packages to wrangle messy data into a clean data structure and perform summaries;
- Create remarkable graphs to explore their data and communicate results;
- Write functions to automate common data manipulation tasks; and
- Share their data in GitHub and promote reproducible research by creating reports in RMarkdown and RShiny.

Special Requirements: Participants should bring some of their own field data to use during course exercises.

Example: Booking Confirmation Email



DOI Talent

KATIE,

This is not a notification of enrollment. This email is a notification that you have submitted a booking request to attend Data Wrangling with R that has not yet been approved. Please review the information below for accuracy.

Your request needs to be approved in DOI Talent no later than {registrationcutoff} by your supervisor.

Seminar Details:

- January 28, 2019, 8:00 AM - January 31, 2019, 5:00 PM America/New_York

***If you are having trouble with DOI Talent, please contact the help desk: HRMS_Helpdesk@ios.doi.gov
Phone: 1-888-367-1622, menu option 3, then 6 (Monday - Friday, 6:00 am - 5:30 pm, Mountain)