USER GUIDE

This document serves as a high-level overview of how to navigate the OFCCP Learning Management System as a standard user.

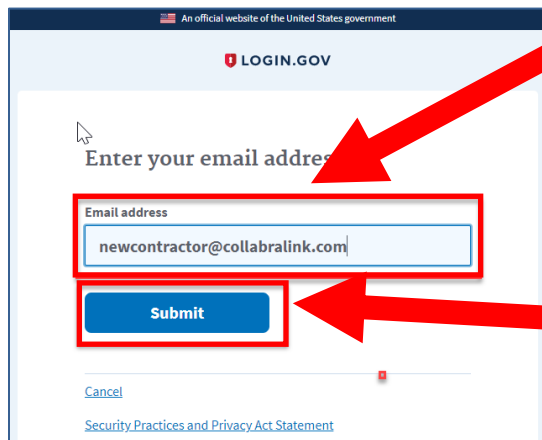Last Updated 18 February 2020

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1   Accessing the LMS

*If you already have a login.gov account, please skip to section 2.

1.1   Creating an account

1. As a user, you can access the LMS by navigating to https://ofccptraining.dol.gov/. When the page loads, you will see the landing page.
2. To create an account, select the blue Create an Account button.
3. You will be led to the login screen and notice that the LMS is integrated with login.gov, a service that offers secure and private online access to government programs.
4. If you already have a login.gov account, input your email address and password to access the LMS.
5. If you do not have a login.gov account, select the Create an account hyperlink found underneath the blue Sign In button.
    a. Follow the steps below to create your login.gov account and access the LMS.

Enter your DOL email address.

Click Submit.
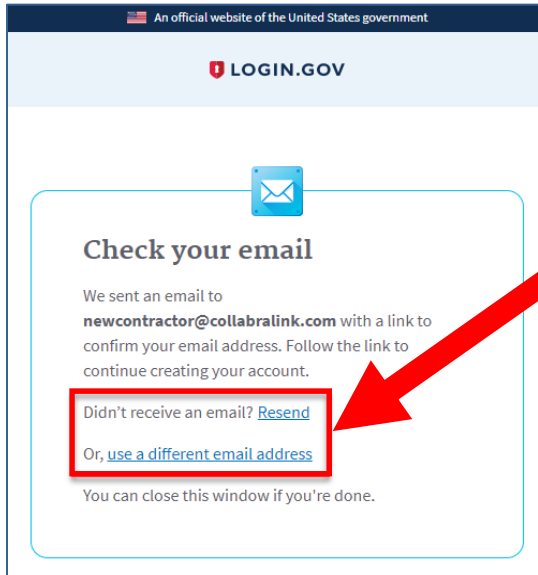
You will be prompted to check your email and to follow the link provided in the email to create your account.

If you do not receive the email within 10 minutes you can have the email resent or you can chose to continue with another email address.

*Please note this email could be in you Junk folder.
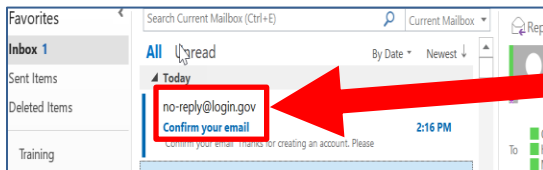
Go to your DOL email account to confirm your email address for access to the LMS.

Open the link provided in the email.

The link will direct you to login.gov again.

The page will acknowledge your email confirmation.

It will also prompt you to create your Password.

Once you enter the requirements for your password, select the Continue button.

*Please note, your password must meet the requirements before you may proceed.

Once you select the continue button you will be directed to the Secure your account page.

This page allows you to choose one (1) 2-factor authentication to access your account. Chose from the following:

Phone: Allows you to receive your security code via text message or phone call on your personal mobile device.

Authentication Application: Allows you to set up an authentication application to receive your security code without providing a phone number.

Security Key: Allows you to use a security key to secure your account.

Backup Codes: Allows you to receive a pre-generated list of security codes to use when signing in.

LOGIN.GOV

STEP 3 OF 4

Secure your account

login.gov makes sure you can access your account by adding a second layer of security.

Select an option to secure your account:

○ **Phone**
Get your security code via text message (SMS) or phone call

○ **Authentication application**
Set up an authentication application to get your security code without providing a phone number

○ **Security key**
Use a security key to secure your account

○ **Backup Codes**
Receive a pre-generated list of security codes to use when signing in

Continue

‹ Cancel account creation

Select the Phone option.

Click on the Continue button.

This will send you to the third step in the account creation process, which is the Send Security Code page.

*Please note, the phone option is the easiest and most commonly used option.

LOGIN.GOV

STEP 3 OF 4

Send your security code via a text message (SMS) or phone call

We'll send you a security code each time you sign in.

Phone number

🇺🇸 ▾ (201) 555-0123

How should we send you a code?

You can change this selection the next time you sign in. If you entered a landline, please select "Phone call" below.

● Text message (SMS)   ○ Phone call

Make this your default phone number?

Please check the box below if you want this to be the default number you receive text messages or phone calls.

☑ Default phone number

Send code

‹ Choose another option

Enter the phone number you would like associated with your account.

*Please note, it is recommended to use your personal phone.

You must choose the option to receive code via Text or Phone call.

The phone number you enter will automatically become your default phone number, unless you deselect it.

Once your setting are set to your preference, select the Send code button.
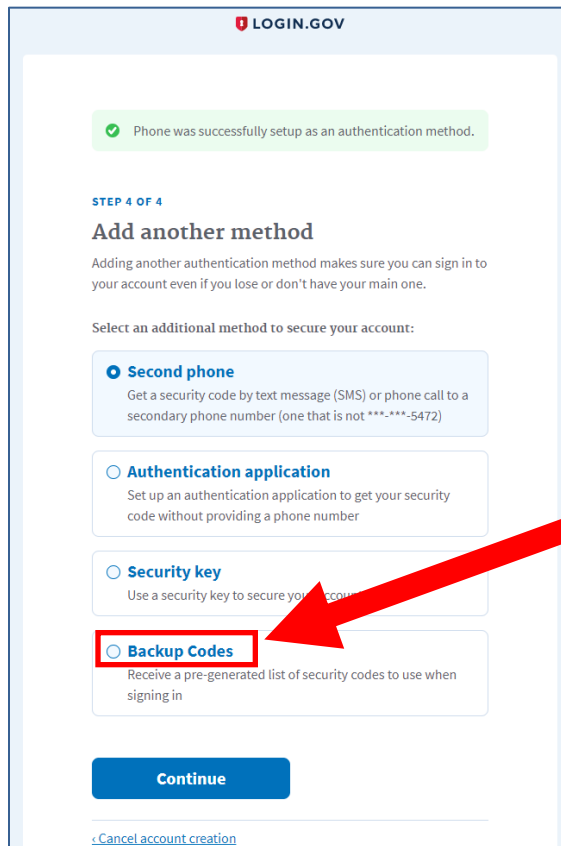
The Add another method page is now displayed. You are being prompted to choose a backup 2-factor authentication method to secure your account.

This is a measure to provide you access should you lose your primary means of authentication (your phone).

The second method must be different than the first.

For the purpose of this guide we will select the Backup Codes option.
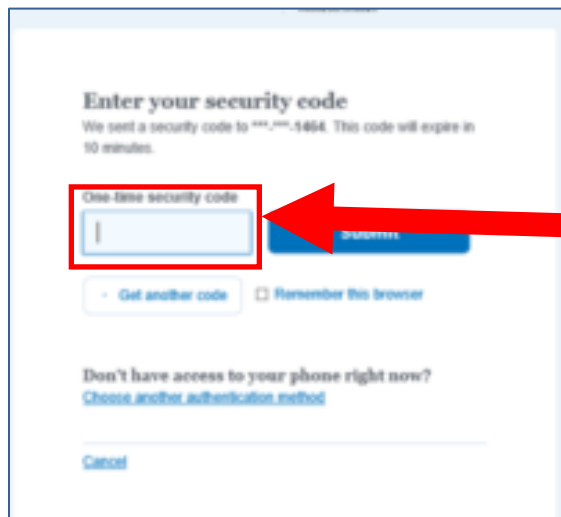
You will quickly receive a text message from login.gov. The text message will contain your one-time security code.

Enter the One-time security code and select submit.

*Please note, the one-time security code expires 10 minutes after it is generated.

Generated on **July 31, 2019**

Each code may only be used once, once the 10th code has been used you will be prompted to download a new list. Treat your recovery codes with the same level of attention as you would your password.

⚠ **Download, print, or write down your personal security codes.**

FD5C-████-13EE   2907-82DE-████

████-0B40-66A2   05B2-████3C18

AD36-9EE7-████   DE2F-9A81-████

BD20-████-75FE   ████B1D3-2257

████-C15D-390F   ████4FE7-D42A

⬇ Download   🖨 Print   📋 Copy

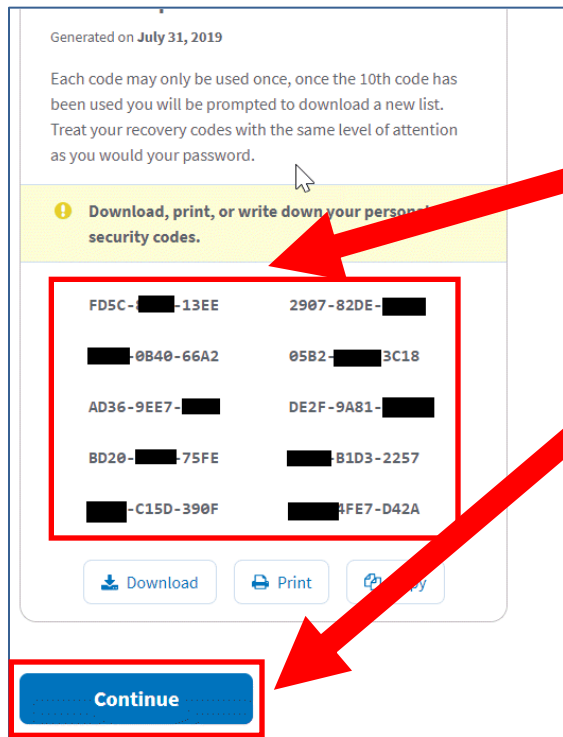**Continue**

When the Backup codes option is selected you will be directed to a page which contains a series of 16 digit codes. These codes will be used to authenticate your account, in the off chance you lose access to your phone and require access to your login.gov account.

Follow the instructions and either download, print, or copy the list, before selecting the Continue button.

Your login.gov account is complete, you will now be routed to the LMS website.

2 User Settings

2.1 Updating your settings

Upon successfully logging into the LMS for the first time, you will be led to the Dashboard page.

Select the User Icon at the top right 👤 of the page to edit your Settings. Additionally, you can get to the Settings page by navigating to https://ofccptraining.dol.gov/user/info/edit.

Collected information is broken up into three sections: User Information, Share Achievements With, and Industry Information.

1. User Information section
    a. In the first section, you will be asked to fill in these fields:
        i. First Name (***required***)
        ii. Last Name (***required***)
        iii. Work Email (***required***)
        iv. Work Phone (***required***)
        v. Receive Email Notifications
            1. Selecting this box will allow you to receive email notifications from the system. Deselecting this box will disallow you from receiving email notifications from

the system.

      vi. Current State (***required**)

    b. After you are finished inputting all of the required information in the User Information section, proceed to the next section by selecting Share Achievements With on the left-hand sidebar.

2. Share Achievements With section

    a. The Share Achievements With section allows you to identify an individual with whom you would like to share your achievements. If you are ever awarded a certificate through your trainings, the person you identify in this section will be notified via an email and will be able to view your certificate. This is an optional section and need not be filled in.

    b. In this section, you will be asked to fill in these fields:

      i. Contact First Name

      ii. Contact Last Name

      iii. Contact Email

      iv. Contact Primary Phone

    c. After you are finished inputting all of the required information in the Share Achievements With section, proceed to the next section by selecting Industry Information on the left-hand sidebar.

3. Industry Information section

    a. In the last section, you will be asked to fill in these fields:

      i. Industry (***required**)

      ii. Your Role (***required**)

*Your learning path within the LMS is dictated by your selection in this field. You may always come back to this section and change your role.

      iii. Company Name

      iv. Fields of Interest

        1. This is a multi-select box in which you can select multiple fields by holding down Ctrl on Windows or Cmd on Mac while clicking your selections.

    b. After you are finished inputting all of the required information in this section, ensure that you save your work by selecting the Save button.

    c. Upon completing all of the required fields in each of the three mentioned sections above, you will be redirected to your Dashboard.

3   Dashboard

3.1   Overview

The User Dashboard is the Home page for the LMS. You can navigate to this

page by selecting Home on the navigational bar or by navigating to https://ofccptraining.dol.gov/dashboard.

*You must be logged into the system to access this page.

The User Dashboard is broken up into three sections:
- My Active Courses,
- Recommended Courses, and
- dashboard Calendar.

3.2 My Active Courses
The My Active Courses section will display, in list format, all of the courses that you are currently engaged in.

The table will show this information regarding your active courses:
- Training title,
- Percent Complete,
- Time Spent, Completed?, and
- Continue Course.

To resume a training that you are currently engaged in, select the corresponding Continue Course hyperlink.

*If you are not engaged in any trainings, no trainings will be displayed in this section.

3.3 Recommended Courses
The Recommended Courses section will display courses that are pertinent to your learning path. Your learning path is dictated by your selection in the Industry Information section of your User Settings. To change your learning path, refer to section 2.1 of this document.

You will also be able to access the complete catalog by selecting the VIEW COMPLETE CATALOG button on the bottom right of this section.

The table will show this information regarding your recommended courses: Training title, and Deadline.

3.4 Dashboard Calendar
The dashboard Calendar section will display this month's calendar on the left-hand side along with a detailed description of any events for the month

on the right-hand side.

Any date on the left-hand calendar with a blue button can be selected to expand upon the event. Event details will load underneath the calendar.

To view more details regarding an event, select the title of the event on the right-hand side of the section. The title will be in red.

4 Catalog

4.1 Overview
The Training Catalog page displays all of the courses that are available to you in the LMS. You will be able to filter through All Trainings, Your Trainings, and Trainings by Company Role.

You can navigate to this page by selecting Catalog in the navigational bar or by navigating to https://ofccptraining.dol.gov/catalog.

4.2 Filtering through trainings
By default, you will see all of the trainings that are available to you within the LMS upon navigating to this page. To only see trainings that are pertinent to your chosen learning path, select My Trainings on the left-hand sidebar.

You will also be able to filter through the other Company Roles to access their courses by selecting any of the Company Roles underneath All Roles on the left-hand sidebar.

Upon your selection on the left-hand FILTER section, the page will automatically load your selection.

4.3 Accessing a training
To access a training, navigate to the Training Catalog page by selecting Catalog in the navigational bar or by navigating to https://ofccptraining.dol.gov/catalog, and then select an offered training on the right side.

If you have not started a training before, you will notice that the bottom section of the course will read Learn More. If you select that button, you will be led to that training's individual page where you will be able to see the further training details.

All trainings that you have previously engaged with will read Continue Training or Start if you have previously clicked on Learn More but have yet to begin the training.

5   Taking a training

5.1   Overview
To begin taking a training navigate to the Training Catalog page by selecting Catalog in the navigational bar or by navigating to https://ofccptraining.dol.gov/catalog.

Select the training you wish to begin by selecting the individual training card to the right of the FILTER section.

5.2   Individual Training Page
An individual training page is divided into four (4) sections:

- GLOBAL TRAINING PROGRESS and START button
  a. The GLOBAL TRAINING PROGRESS bar indicates how much progress you have made in that course. It will be automatically updated according to the number of modules you complete within that training. 100% indicates that you have completed all of the modules for that training.
  b. The START button is found to the right of the GLOBAL TRAINING PROGRESS bar and is green. You can select this button to start or resume the training.
- Training description and details section
  a. The left sidebar will show: Module Count, Hours required, and Deadline.
  b. The right-hand section will show a detailed breakdown of the training.

- TRAINING CONTENT section
  a. This section will show all of the Modules that are part of the training in its intended order of completion. The table shows the progress you have made in that specific module and the current state. The current state will only show as Incomplete or Completed
- DOCUMENTS LIBRARY section
  a. This section houses all of the folders and documents that are relevant to that course. You can download any of these materials by selecting the document title.

5.3 Training Module Page

When you select the green start button on the individual training page, you will be led to the training modules within the overall training. On the left-hand sidebar, you will see all of the modules that are part of that training and the current status, which will display either Complete or Incomplete.

To begin the module material, select the play button. Training material is set to allow you to resume the material in the event you are not able to complete it all within the same timeframe.

To maximize the training content window, select the ▣ icon found on the right side of the GLOBAL TRAINING PROGRESS bar. To return to the individual training page, select the ⌂ icon.

*You will not be permitted to access the next module without first viewing all of the previous module's content and clicking the button on the final slide signifying completion.

6 Transcript

6.1 Overview

The Transcript page showcases your individual achievements within the LMS. It shows, in list format, the Trainings you have engaged with, the Percentage to which you have completed that training, the Time Spent, and Additional Training Details.

Additionally, if there is a Certificate awarded for your training, you will be able to access and download it from this page.

To get to the Transcript page, select TRANSCRIPT on the navigational bar, or navigate to https://ofccptraining.dol.gov/transcript.

6.2 View Details for taken training and download certificates

To view additional details for the course, you have engaged with, select the blue ⊕ icon under the View Details column. Selecting this icon will expand the details for that specific training. You will see the Modules for that training listed on the left-hand side and the status of completion for each.

The center section that is highlighted gray shows the overall Training Progress, the Course Start Date, Course End Date, and Time Spent.

*If there is a Certificate for that training, you will be able to view and download it by selecting the Download Certificate link found on the right-hand side.

7 Calendar

7.1 Overview
The Calendar page allows users to view monthly events. The Calendar page can be found at https://ofccptraining.dol.gov/calendar.

To view specific events, select a date within the month that has a blue circle next to it (e.g., 15). Selecting a date that has this blue circle next to it will expand any events that may be taking place on that date below the calendar.

8 Contact Us

8.1 Overview
The Contact Us page allows users to view ways to reach out to OFCCP leadership concerning any LMS-related issues. You can get to this page by selecting the Contact Us link in the navigational bar, or by navigating to https://ofccptraining.dol.gov/contact-us

*When logged out of the system, the Contact Us link will be the only option available on the navigational bar.