

Temporary Access Request Form Job Aid

PURPOSE: This job aid covers **how to complete the Temporary Access Request Form**.

AUDIENCE: This job aid is for individuals who do not have an account on the Learning Nucleus and need to request temporary access to the system.

ASSISTANCE: If you have any questions regarding this job aid, contact the Learning Nucleus help desk at support@uslearning.net, or you may also call 202-753-0845, or toll free at 833-200-0035 (Monday-Friday, 8:30 am-6 pm ET).

This job aid was updated on **01/21/2022**.

Completing the Temporary Access Request Form

1. Go to www.learningnucleus.energy.gov.
2. Select the **DOE Access Request Form** button.

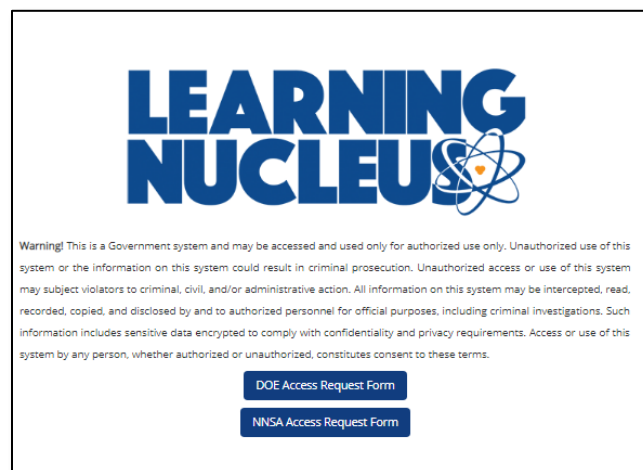


Figure 1: DOE Access Request Form button

3. You will be taken to an Are you sure? page, reminding you that you are able to log in with a DOE PIV Card if you have one.

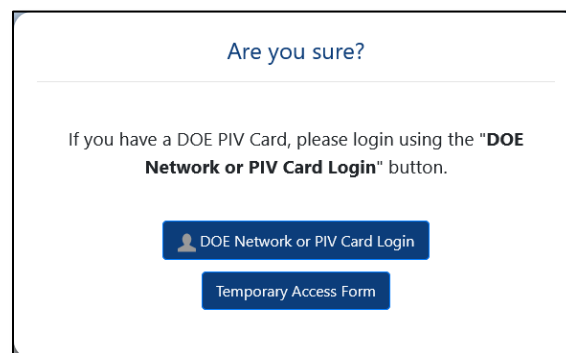
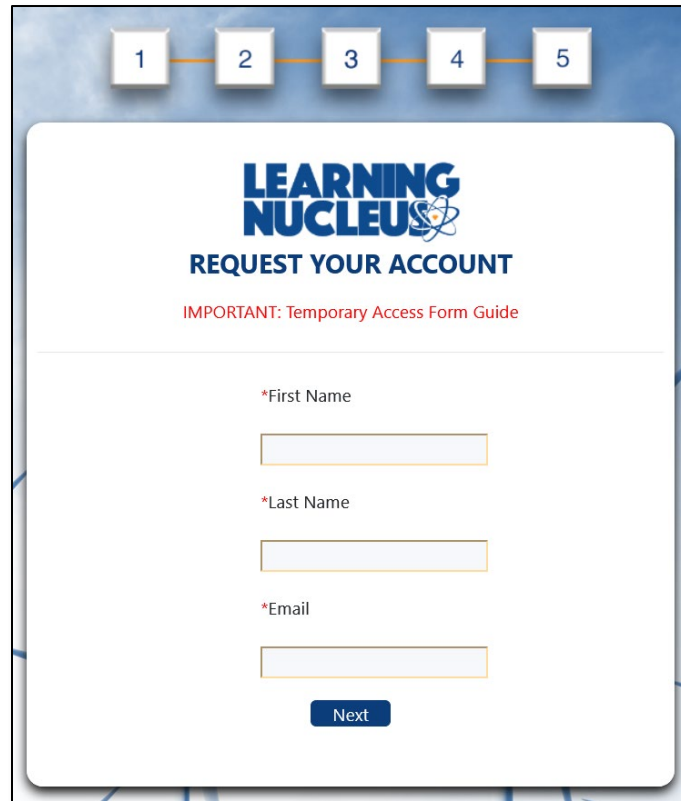


Figure 2: Are you sure? page

4. If you do not have a DOE PIV Card, click the **Temporary Access Form** button.
5. You will be taken to the Temporary Access Request Form. Once you are on the page, enter your first name, last name, and email in the corresponding fields.
 - a. If you already have an account, you will be notified with on screen text that your email is already associated with another account.



1 2 3 4 5

LEARNING NUCLEUS

REQUEST YOUR ACCOUNT

IMPORTANT: [Temporary Access Form Guide](#)

*First Name

*Last Name

*Email

Next

Figure 3: First Page of the Temporary Access Request Form

6. Once you are finished entering the information, select the **Next** button.
7. You will be taken to Part 1. User Information. Your first name, last name, and email will be auto-populated from the previous page. Fill out the remaining fields on the form.
 - a. Every field with an asterisk is a required field.
 - b. The First Name, Last Name, and Email fields will be disabled since they were validated on the previous screen.

1 2 3 4 5

Part 1. User Information

*First Name *Middle Name

Write N/A if middle name is not relevant.

*Last Name *Email

*Phone Number

*Country of Citizenship

Figure 4: Part 1. User Information

8. After you complete all of the required fields, you can select the **Next** button to proceed on the form or select the **Back** button to go back and edit the original information you entered.
9. After you select the **Next** button, you will be taken to Part 2. Employment Information. This is where you will fill out all information related to your employment.

1 2 3 4 5

Part 2. Employment Information

*Employee Type

DOE Department and Site Assignments

*Federal Sponsoring Organization

*DOE Program Office, Staff, Laboratory, PMA, or Field Site

*DOE Facility

DOE Office Address

*Street Address *City

*State *Zip Code

Figure 4: Part 2. Employment Information

10. The **Employee Type** field will dictate what information you see and show/hide certain fields on the Employment Information screen.

- a. If you select **Contractor**, another field will appear on the screen called **Contractor Category**, where you select Support or M&O from the dropdown.

DOE Department and Site Assignments

*Federal Sponsoring Organization
Choose...

*DOE Program Office, Staff, Laboratory, PMA, or Field Site
Choose here

Choose here

*DOE Facility

*Contractor Category
Choose here

Figure 5: Additional Contractor Category Field

- b. If you select **non-DOE Fed**, the DOE Department and Site Assignments section is replaced with a series of dropdown options to select the applicable DOE Organization Tier Codes and Titles.

DOE Organization Tier Codes and Titles

*Org 1st Tier Code
Choose here

*Org 1st Tier Title
Choose here

*Org 2nd Tier Code
Choose here

*Org 2nd Tier Title
Choose here

*Org 3rd Tier Code
Choose here

*Org 3rd Tier Title
Choose here

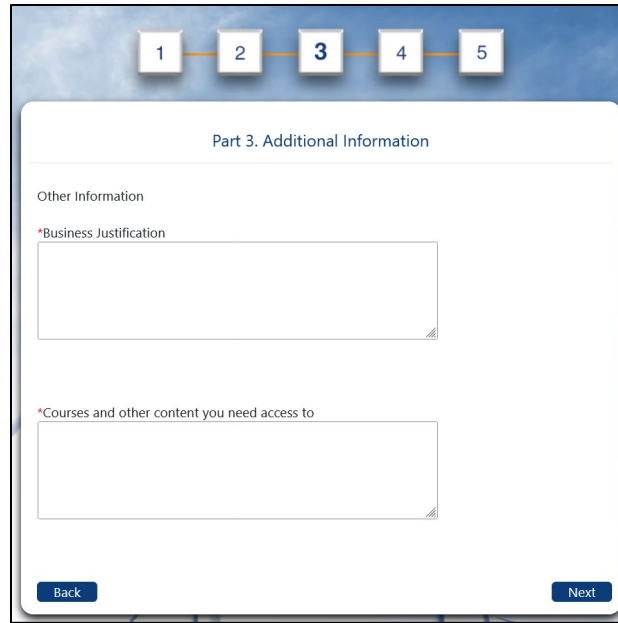
*Pay Plan
--

*Routing Symbol
Choose here

Figure 6: DOE Organization Tier Codes and Titles Fields

11. After you fill out all of the required fields, select the **Next** button to go to Part 3. Additional Information.

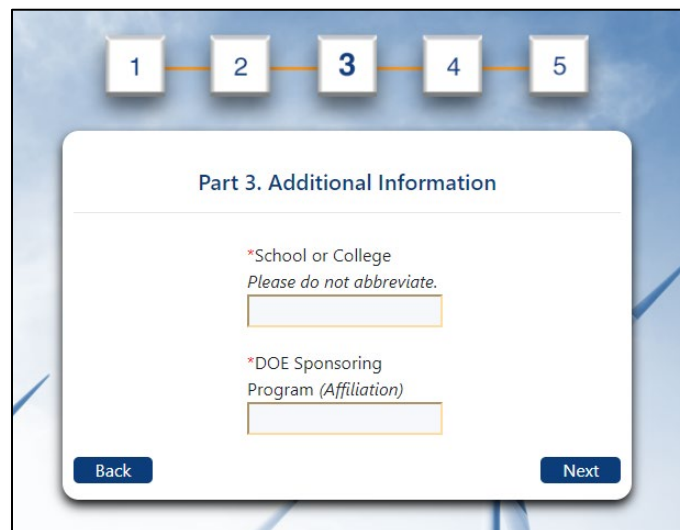
- a. If you selected **Contractor**, **Military**, or **non-DOE Fed** in the **Employee Type** field you will be prompted to enter the business justification and any courses or content you would need access to.



The screenshot shows a web form titled "Part 3. Additional Information" with a progress indicator at the top showing steps 1, 2, 3, 4, and 5. Step 3 is highlighted. The form contains two text input fields under the heading "Other Information". The first field is labeled "*Business Justification" and the second is labeled "*Courses and other content you need access to". Both fields are empty. At the bottom of the form are "Back" and "Next" buttons.

Figure 7: Part 3. Additional Information for Contractor, Military or non-DOE Fed

- b. If you selected **Student, Intern, or Fellow**, you will be prompted to enter information about your school and sponsoring program.



The screenshot shows a web form titled "Part 3. Additional Information" with a progress indicator at the top showing steps 1, 2, 3, 4, and 5. Step 3 is highlighted. The form contains two text input fields. The first field is labeled "*School or College" with the instruction "Please do not abbreviate." below it. The second field is labeled "*DOE Sponsoring Program (Affiliation)". Both fields are empty. At the bottom of the form are "Back" and "Next" buttons.

Figure 8: Part 3. Additional Information for Student, Fellow, or Intern

12. After you fill out all of the required fields, select the **Next** button to go to Part 4. Federal DOE Sponsor Information. On this screen, you will enter information about your DOE Sponsor.

1 2 3 4 5

Part 4. Federal DOE Sponsor Information

Federal Sponsor Information

Your sponsor must have an account on Learning Nucleus.

*First Name

*Last Name

*Email

*Phone Number

Back Next

Figure 9: Part 4. Sponsor Information


13. Enter the required information about your sponsor at DOE.
 - a. Your **sponsor** must have an account on Learning Nucleus and be a federal employee, otherwise you will not be able to advance past this screen. You will be prompted by on screen text if your sponsor does not have an account and is not a federal employee.
14. After you fill in the required information, select the **Next** button to advance to Part 5. Confirmation.

1 2 3 4 5

Part 5. Confirmation

USER AGREEMENT: I agree to use Learning Nucleus (LN) for official Government business only. I will protect my password and allow no other person to use it. I will immediately notify the applicable point(s) of contact of any change in my organization or employment status, so appropriate action can be taken. I understand the limitations and restrictions by Classification Sensitivity and the [Privacy Act of 1974](#).

*I agree to the above statement.

I'm not a robot 

Back Request Access

Foreign Nationals are prohibited from having access to the complete Learning Nucleus site and are limited to Instructor related roles.

Figure 10: Part 5. Confirmation

15. Select the checkbox to indicate that you agree to the user agreement, and then select the **Request Access** button to submit your form.
16. After your form is successfully submitted, you will be taken to the **Confirmation page**.
 - a. If you would like to print your form for your records, select the **Print** button to view and print a PDF of the form.
 - b. If you would like to return to Learning Nucleus, select the **Exit** button.

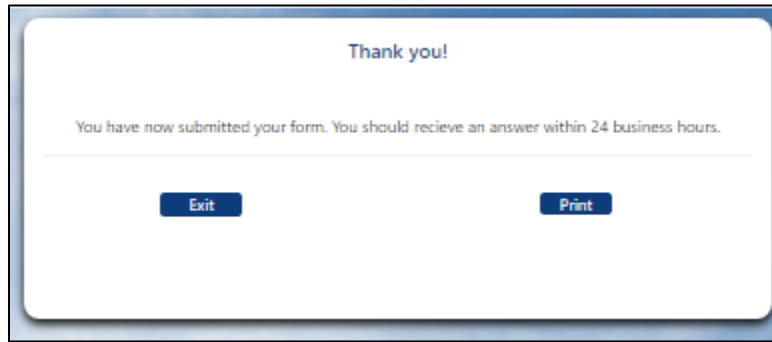


Figure 11: Confirmation Page