

## Temporary Access Request Form Job Aid

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**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](mailto: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 **07/25/2019**.

### Completing the Temporary Access Request Form

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1. Go to [www.learningnucleus.energy.gov](http://www.learningnucleus.energy.gov).
2. Select the *DOE Access Request Form* button.

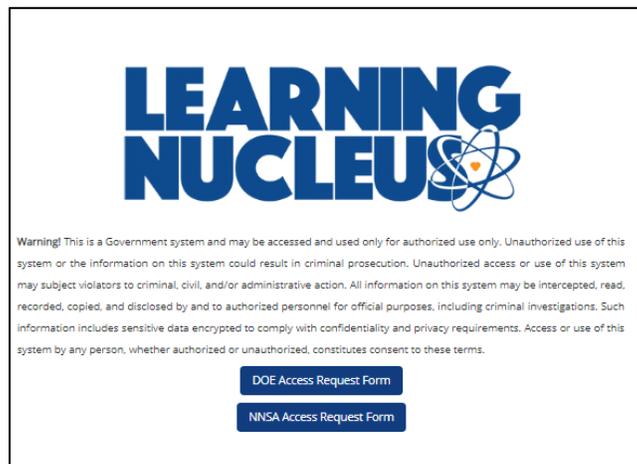
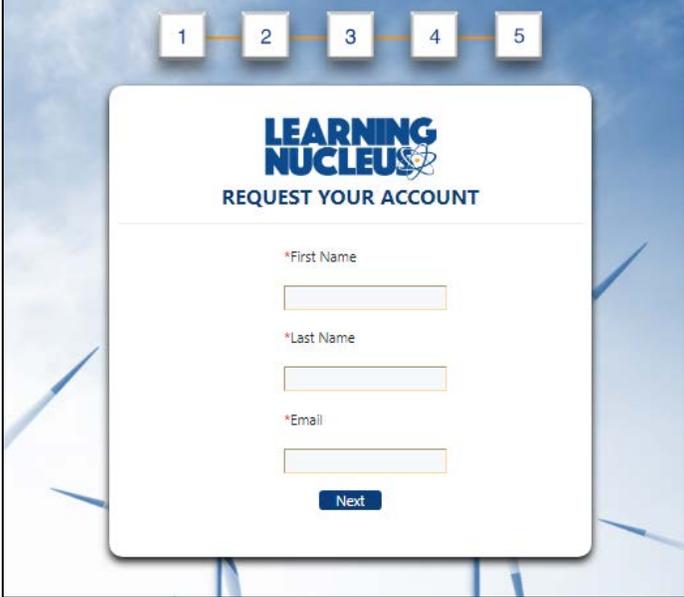


Figure 1: DOE Access Request Form button

3. You will be taken to 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

\*First Name

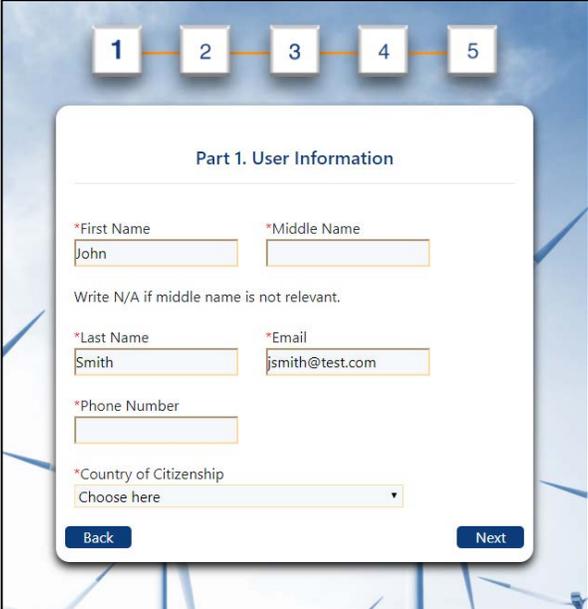
\*Last Name

\*Email

Next

Figure 2: First Page of the Temporary Access Request Form

4. Once you are finished entering the information, select the **Next** button.
5. 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

Back Next

Figure 3: Part 1. User Information

6. 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.
7. 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.

Figure 4: Part 2. Employment Information

8. Select the applicable **Employee Approver** from the dropdown. This field will dictate what path your form takes on its way to approval.
9. 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.

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

**10.** 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 information about your employer.

1 2 3 4 5

**Part 3. Additional Information**

Employer's Supervisor Information

\*First Name

\*Last Name

\*Work Email

\*Phone Number

Back Next

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

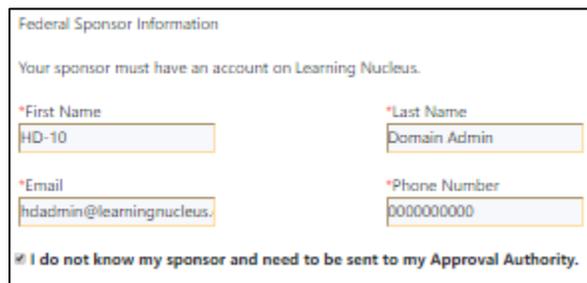
- b. If you selected **Student, Intern, or Fellow**, you will be prompted to enter information about your school and sponsoring program.

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

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

Figure 9: Part 4. Sponsor/Supervisor Information

12. Enter the required information about your supervisor and sponsor at DOE.
  - a. Your **supervisor** must have an account on Learning Nucleus, otherwise you will not be able to advance past this screen. You will be prompted if your supervisor does not have an account.
  - b. 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.
13. If you do not know your federal sponsor you can check the ***I do not know my sponsor and need to be sent to my Approval Authority*** checkbox. After you select the checkbox, your sponsor information will be auto-populated based on the ***Employee Approver*** field on the Employment Information screen (refer to step 8).



Federal Sponsor Information

Your sponsor must have an account on Learning Nucleus.

\*First Name: HD-10

\*Last Name: Domain Admin

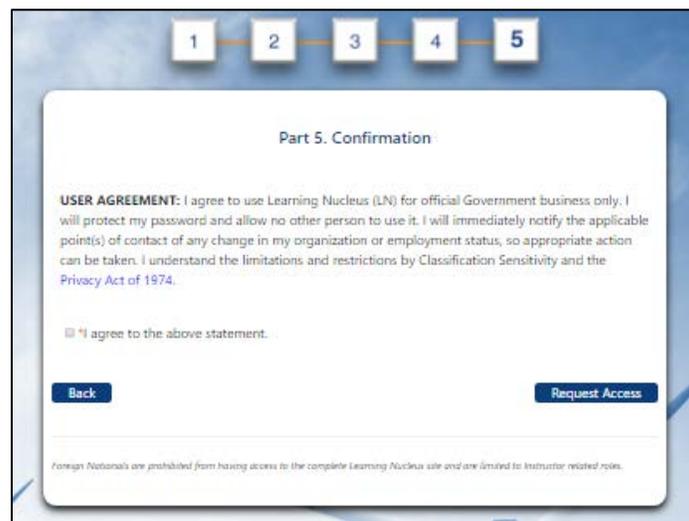
\*Email: hdadmin@learningnucleus.

\*Phone Number: 000000000

I do not know my sponsor and need to be sent to my Approval Authority.

Figure 10: Sponsor field

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.

Back Request Access

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

Figure 11: 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**.
- If you would like to print your form for your records, select the **Print** button to view and print a PDF of the form.
  - If you would like to return to Learning Nucleus, select the **Exit** button.

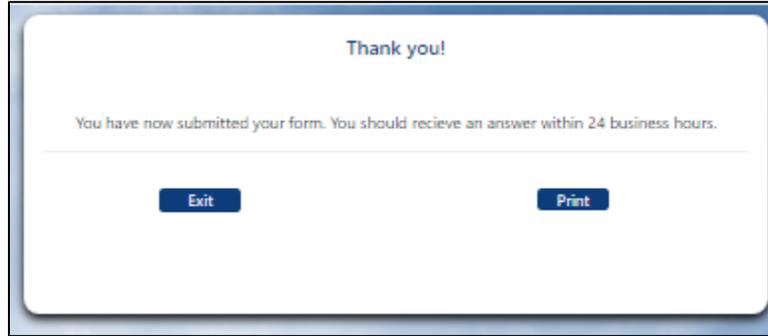


Figure 12: Confirmation Page