Learning Nucleus Initial Access CONTRACTORS

Version 2, October 2023



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NOTE:

If you do not have a PIV/HSPD-12 badge, skip to page 4.

If you have a PIV/HSPD-12 badge but do not have access to a card reader, skip to page 4.

Access with a PIV/HSPD-12 Badge

 From the Learning Nucleus Log In page, select DOE Network or PIV Card Login.



2. From the Learning Nucleus Sign On options, select **DOE PIV Card**.



3. Proceed through the smart card authentication process.

HSPD-12 Smart Card	Verification	×		
Please verify that your HSPI button to sign on. Click the C	0-12 smart card is in your reader before clickin, ancel button to sign on using a different methon ancel button to sign on using a different methon	g the OK od.		
	Windows Security Smart Card	1		×
	Please enter your authentication	PIN.		
	Click here for more info	ormation		
	ОК		Cancel	

Read the Rules of Behavior and select I acknowledge the Rules of Behavior.

Rules of Behavior

INTRODUCTION

In accordance with OMB Circular A-130, users requesting access to and/or accessing DOE application systems are required to acknowledge acceptance of and follow the Rules of Behavior below. Users are responsible for their actions when accessing these systems, viewing information available in the systems, including the storage and distribution of data from these systems. Individuals accessing these systems are accountable for their actions. If an employee violates the Rules of Behavior, the employee may be subject to disciplinary action. Actions may range from a verbal or written warning, removal of system access for a specific period of time, reassignment to other duties, or termination, depending on the severity of the violation.

I acknowledge the Rules of Behavior

ACCESS CONTROLS

- 1. Password Generation Requirements
 - Passwords must contain:
 at least 14 characters
 - at least 1 number
 - at least 1 upper case letter
 - at least 1 lower case letter

5. Complete the required fields in your profile, and select **Update Profile** at the bottom of the page.

	A profile picture can only be added once all required profile information has been saved.
 Profile Info for non Federal DOE/NN 	ISA Personnel
Account Approval Authority	DOE Submittals
First Name	
Middle Name	
Last Name	
Phone Number	
Country of Citizenship	
Your TPOC's Name	
TPOC Email	
Employee Type for Non-DOE Federal Employees	O Choose +
Federal Sponsoring Organization	Choose the second
DOE Program Office, Staff, Laboratory, PMA, or Feld Site	0
DOE Facility	0
DOE Office Street Address	0
DOE Office State	• AK ¢
DOE Office City	0
DOE Office Zip	•
COTR First Name	
COTR Last Name	

6. To use a previous email address to import your training history, enter your old email address and select Look for NTC email address.

NTC Accounts
If you have a previous NTC account that you wish to include in Learning Nucleus, please enter your old email address below.
Email address:
Look for NTC email address Return to Dashboard

7. You will be taken to your dashboard.



DOE Access Request Form

1. Go to <u>learningnucleus.energy.gov</u> and select **DOE Access Request Form**.

LEGARGY CONTRACT ON A STATE OF A	ar or the information on nl, and/or administrative nel for official purposes, urements. Access or use 2. Here you will receive a reminder that LN is accessible via PIV and see the
DOE Access Request Form	Are you sure?
	If you have a DOE PIV Card, please login using the " DOE Network or PIV Card Login " button.
 Enter your personal information and select Next on pages 1 and 2. 	DOE Network or PIV Card Login
1 2 3 4 5 LEARNING NUCLEUSE REQUEST YOUR ACCOUNT IMPORTANT: Temporary Access Form Guide	
*First Name 	
*Email	*First Name *Middle Name Your Full Middle Name Write N/A if middle name is not relevant.
	*Last Name *Email Name youremail@doe.gov *Phone Number *Country of Citizenship United States

 Enter the information as appropriate for your job site in step 2, and select Next.

1 2 3 4 5
Part 2. Employment Information
*Employee Type Choose here
DOE Department and Site Assignments *Federal Sponsoring Organization
Choose \$
*DOE Program Office, Staff, Laboratory, PMA, or Field Site Choose here
*DOE Facility
DOE Office Address
*Street Address *City
*State *Zip Code Choose here \$
Back

5. Provide the business justification and a list of needed courses, and select **Next**.

1 2 3 4 5	
Part 3. Additional Information	
Other Information	
*Business Justification	
*Courses and other content you need access to	
Back	Next

6. Enter your COR/Federal Sponsor, and select Next.



7. Check the boxes, and select **Request Access**.



NNSA Access Request Form

1. Navigate to <u>learningnucleus.energy.gov</u> and select NNSA Access Request Form.



information on this system could result in criminal prosecution. Unauthorized access or use of this system may subject violators to criminal, civil, and/or administrative action. All information on this system may be intercepted, read, recorded, copied, and disclosed by and to authorized personnel for official purposes, including criminal investigations. Such information includes sensitive data encrypted to comply with confidentiality and privacy requirements. Access or use of this system by any person, whether authorized or unauthorized, constitutes consent to these terms.



2. Select Temporary Access Form.



 Complete your First Name, Last Name, and Email fields. Select Next.

REQU	EARNING UCLEUSS EST YOUR ACCOUNT
	*First Name *Last Name *Email

4. Complete **Part 1**. Include your First Name, Middle Name, Last Name, Email, Phone Number, Clearance, and Country of Citizenship. Select **Next**.

Part	1. User Information	
*First Name	*Middle Name	
Requestor's FN		
Write N/A if middle name	is not relevant.	
*Last Name	*Email	
Requestor's LN	requestoremail@organiz	
*Phone Number		
*Clearance		
Choose here 🗙		
*Country of Citizenship		
Choose here	~	
Back		Next

 Complete Part 2 with your employment information (your management can provide details for your organization). Select Next.

*Employee Type Contractor NNSA Department and Site Assignments *NNSA Facility *NNSA Staff/Site NNSA Office Address	
Contractor	
NNSA Department and Site Assignments *NNSA Facility *NNSA Staff/Site NNSA Office Address	
*NNSA Facility *NNSA Staff/Site	
NNSA Office Address	
NNSA Office Address	
*Contractor Category	
Choose here ➤	
*Street Address *City	
*State *Zip Code Choose here 🗸	

6. Complete Part 3 with your Employer's Supervisor information. Select Next.

Part 3. Ad	ditional Information	
Employer's Supervisor Informa	ation	
*First Name	*Last Name]
*Work Email	*Phone Number]
Back		Next

7. Complete **Part 4** with your immediate supervisor and the COR's information. This information must match their LN account. Select **Next**.

Part 4. Federal NNSA Sponsor Information				
This is your COR.				
Immediate Supervisor Information				
Your supervisor must have an account on Learning Nucleus.				
*First Name	*Last Name			
*Email	*Phone Number			
Federal Sponsor Information				
Your sponsor must have an accou	nt on Learning Nucleus.			
*First Name	*Last Name			
*Email	*Phone Number			
Back	Next			

8. In Part 5, review the User Agreement, check I agree to the above statement, and select Request Access.

Part 5. Confirmation			
USER AGREEMENT: I agr Government business only other person to use it. I w contact of any change in appropriate action can be restrictions by Classification	ee to use Learnir y. I will protect m ill immediately n my organization • taken. I underst on Sensitivity and	ng Nucleus (LN) fo ny password and a otify the applicabl or employment st and the limitations d the <u>Privacy Act o</u>	r official llow no e point(s) of atus, so s and <u>f 1974</u> .
*I agree to the above s	statement.		
I'm not a robot	reCAPTCHA Privacy - Terms		
Back		Req	uest Access

Login with Username and Password

Once your account is created, you will receive an automated email with initial login credentials.





	Log in	
	DOE Network or PIV Card Logi	n
OCIO/EITS users: Sele	ct the US Department of Energ	gy button.
Local users: Select the location.	network or credential provid	er for your respective
Other, SC, IN and EIA	users: Select the DOE PIV butt	on.
Your username is you	r full government issued ema	il address, all lowercase
Attention: Your passw the production site.	ord has been changed to you	r current password on
If you are having troul Password option belo contact sos@ntc.doe.g	ole accessing your account, pl w. If you need assistance rese 30v.	ease use the Reset tting your password,
Username	contractorstudenttest	
Password	••••••	
	Remember username	

 You will see the "Change Password" prompt the first time you log in.

Enter your temporary password and a new password that is known only to you, and select **Save changes**.

Account Settings → User account	nt > Change password
You must change your password to	proceed.
Change password	
Username	contractorstudenttest
	The password must have at least 14 characters, at least 1 digit(s), at least 1 lower case letter(s), a least 1 upper case letter(s), at least 1 non-alphanumeric character(s) such as as *, -, or # Passwords can be reused after 24 changes
Current password *	
New password *	
New password (again) *	
	Save changes

 When you have changed your password, read the Rules of Behavior and select I acknowledge the Rules of Behavior.



4. A prompt confirming that you have completed changing your password will appear on screen. Select **Continue**.

- Dasing card	mevents	wy courses	Earning Resources	Messages	I JOD AIDS	Need Help?	
> Account Si	ettings > Us	er account > Char	nge password				
			Passw	ord has bee	n changed		
			(Continue	\triangleright		

5. You will be taken to your dashboard.



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