

Learning Nucleus Initial Access

CONTRACTORS

Version 2, October 2023



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CONTRACTORS

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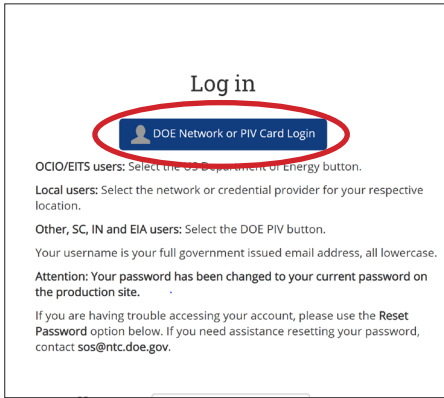
NOTE:

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

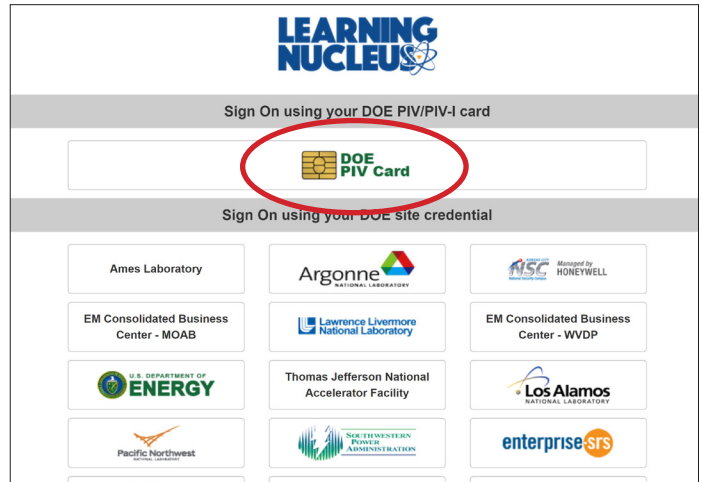
If you have a PIV/HSPD-12 badge but do not have access to a card reader, skip to page 4.

Access with a PIV/HSPD-12 Badge

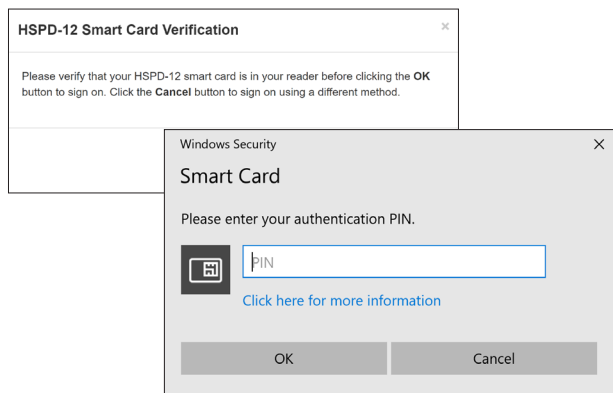
- From the Learning Nucleus Log In page, select **DOE Network or PIV Card Login**.



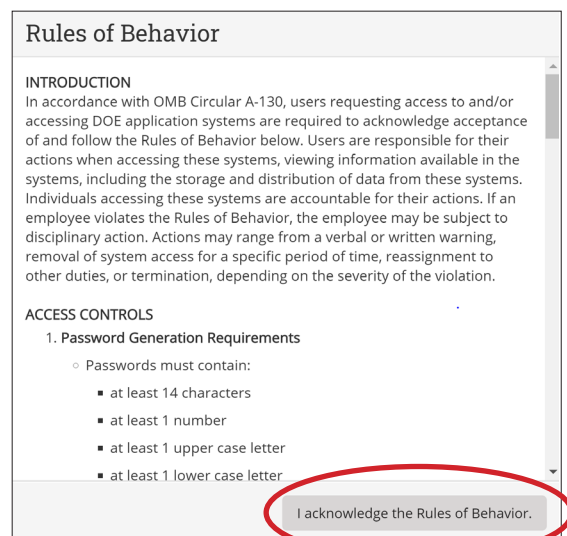
- From the Learning Nucleus Sign On options, select **DOE PIV Card**.



- Proceed through the smart card authentication process.



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



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/NNSA Personnel

Account Approval Authority	! <input type="text" value="DOE Submittals"/>
First Name	<input type="text"/>
Middle Name	<input type="text"/>
Last Name	<input type="text"/>
Phone Number	<input type="text"/>
Country of Citizenship	<input type="text"/>
Your TPOC's Name	<input type="text"/>
TPOC Email	<input type="text"/>
Employee Type for Non-DOE Federal Employees	! <input type="text" value="Choose..."/>
Federal Sponsoring Organization	! <input type="text" value="Choose..."/>
DOE Program Office, Staff, Laboratory, PMA, or Field Site	! <input type="text"/>
DOE Facility	! <input type="text"/>
DOE Office Street Address	! <input type="text"/>
DOE Office State	! <input type="text" value="AK"/>
DOE Office City	! <input type="text"/>
DOE Office Zip	! <input type="text"/>
COTR First Name	<input type="text"/>
COTR Last Name	<input type="text"/>

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

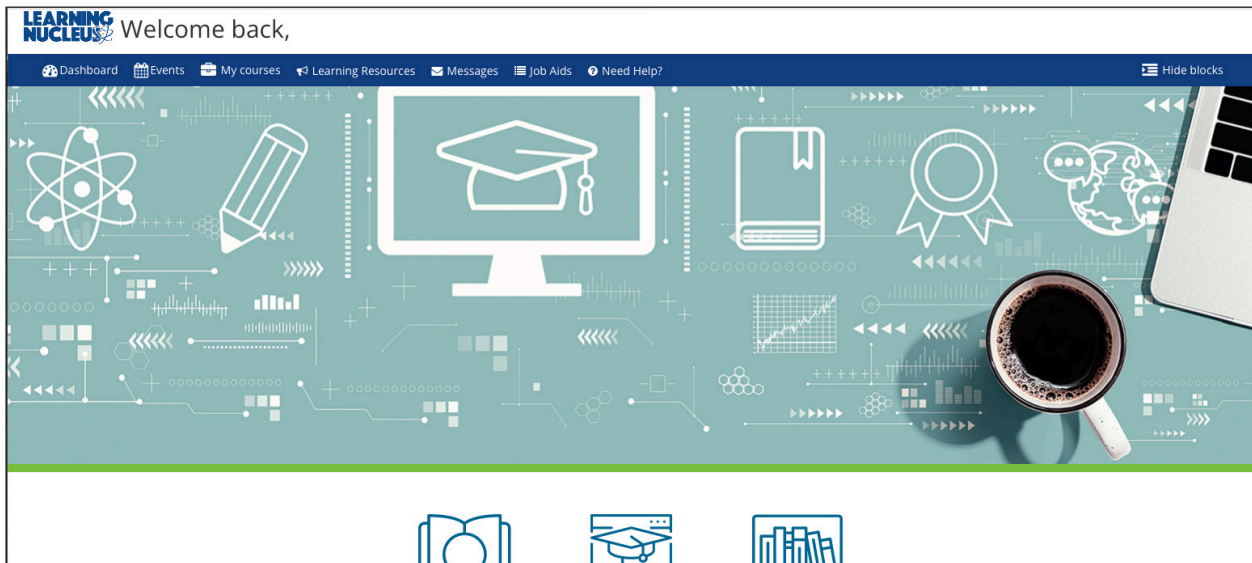
NTC Accounts

If you have a previous NTC account that you wish to include in Learning Nucleus, please enter your old email address below.

Email address:

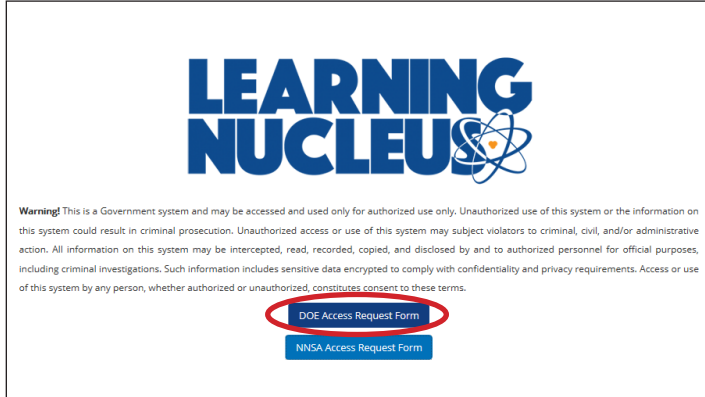
[Look for NTC email address](#) [Return to Dashboard](#)

- You will be taken to your dashboard.

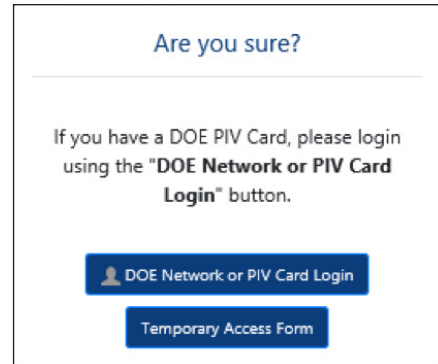


DOE Access Request Form

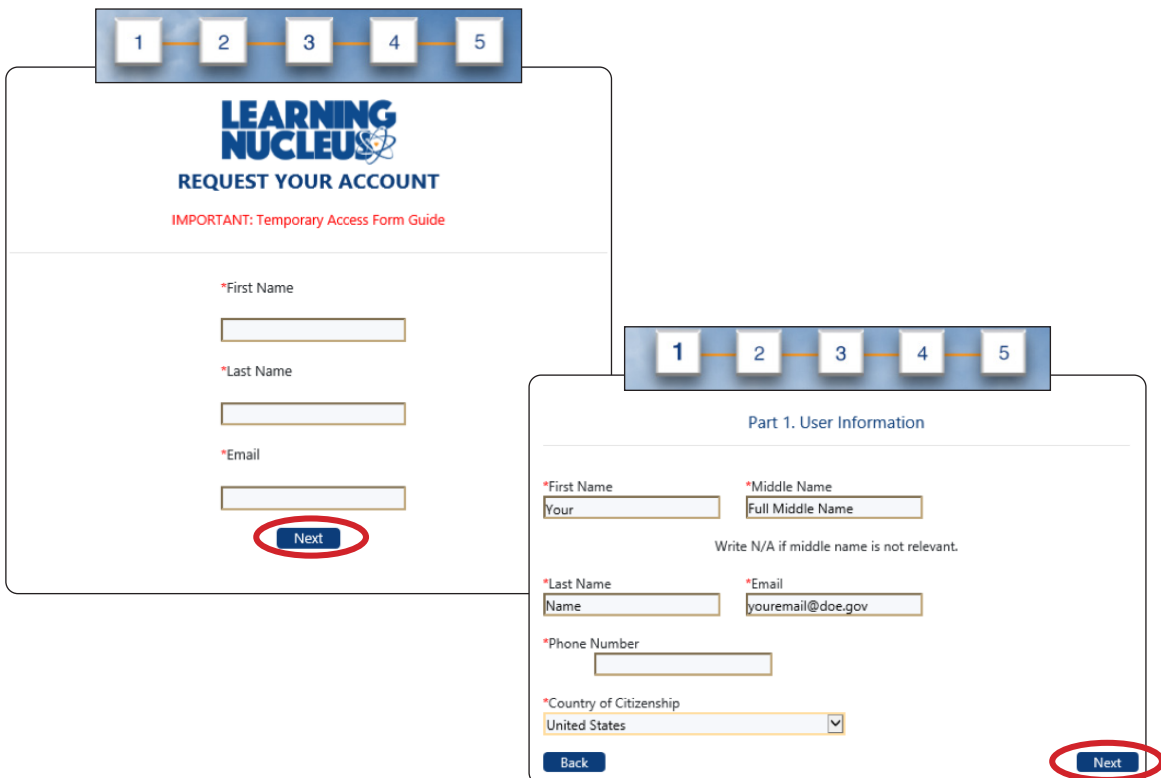
1. Go to learningnucleus.energy.gov and select **DOE Access Request Form**.



2. Here you will receive a reminder that LN is accessible via PIV and see the option to change your login choice.



3. Enter your personal information and select **Next** on pages 1 and 2.



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

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 ▾

Choose here ▾

*DOE Facility
[Text Input]

DOE Office Address

*Street Address [Text Input] *City [Text Input]

*State [Choose here ▾] *Zip Code [Text Input]

Back [Next]

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

Part 3. Additional Information

Other Information

*Business Justification
[Text Input]

*Courses and other content you need access to
[Text Input]

Back [Next]

- Enter your COR/Federal Sponsor, and select **Next**.

Part 4. Federal DOE Sponsor Information

Federal Sponsor Information

Your sponsor must have an account on Learning Nucleus.

*First Name [Text Input] *Last Name [Text Input]

*Email [Text Input] *Phone Number [Text Input]


Back [Next]

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

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.

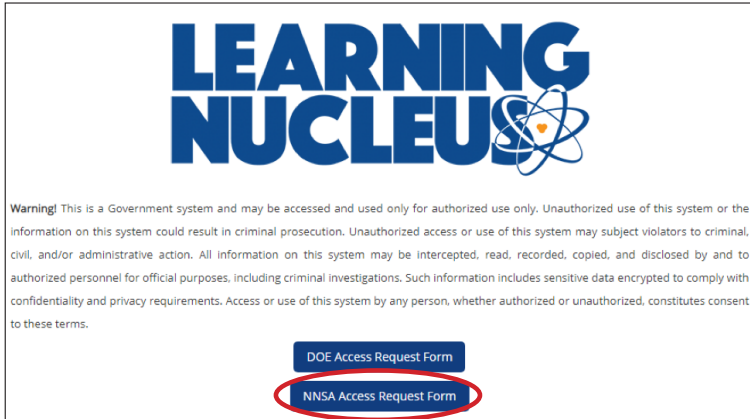
I'm not a robot 

Back [Request Access]

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

NNSA Access Request Form

1. Navigate to learningnucleus.energy.gov and select **NNSA Access Request Form**.



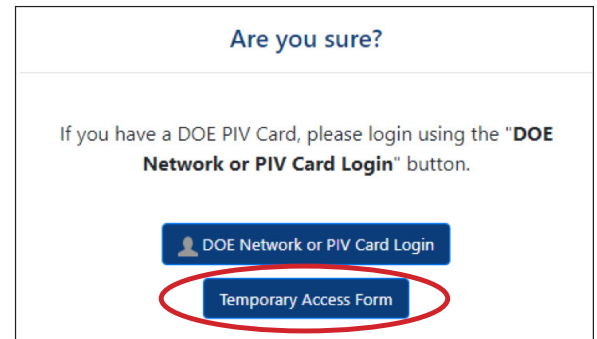
LEARNING NUCLEUS

Warning! This is a Government system and may be accessed and used only for authorized use only. Unauthorized use of this system or the 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.

DOE Access Request Form

NNSA Access Request Form

2. Select **Temporary Access Form**.



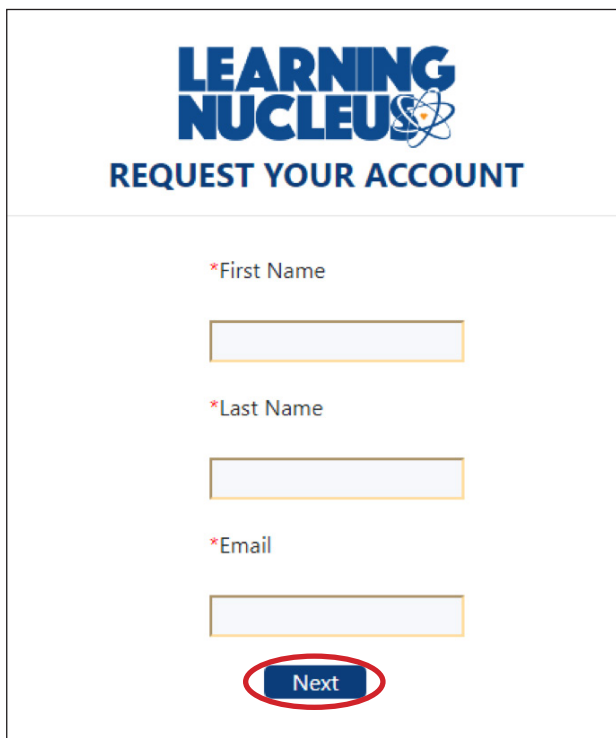
Are you sure?

If you have a DOE PIV Card, please login using the **"DOE Network or PIV Card Login"** button.

DOE Network or PIV Card Login

Temporary Access Form

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



LEARNING NUCLEUS

REQUEST YOUR ACCOUNT

*First Name

*Last Name

*Email

Next

- 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

Write N/A if middle name is not relevant.

*Last Name *Email

*Phone Number

*Clearance

*Country of Citizenship

[Back](#) [Next](#)

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

Part 2. Employment Information

*Employee Type

NNSA Department and Site Assignments

*NNSA Facility *NNSA Staff/Site

NNSA Office Address

*Contractor Category

*Street Address *City

*State *Zip Code

[Back](#) [Next](#)

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

Part 3. Additional Information

Employer's Supervisor Information

*First Name *Last Name

*Work Email *Phone Number

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[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 account on Learning Nucleus.

*First Name *Last Name

*Email *Phone Number

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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 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](#).

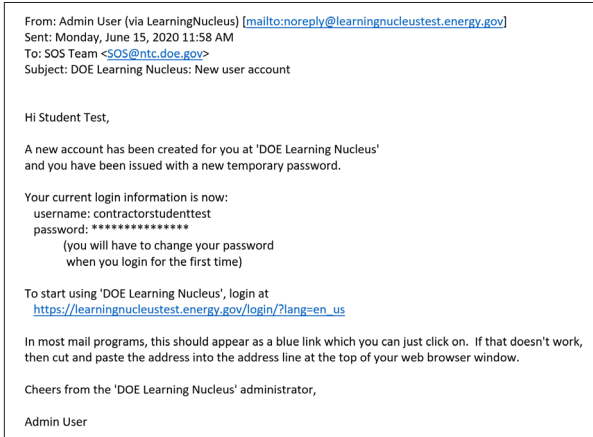
*I agree to the above statement.

I'm not a robot

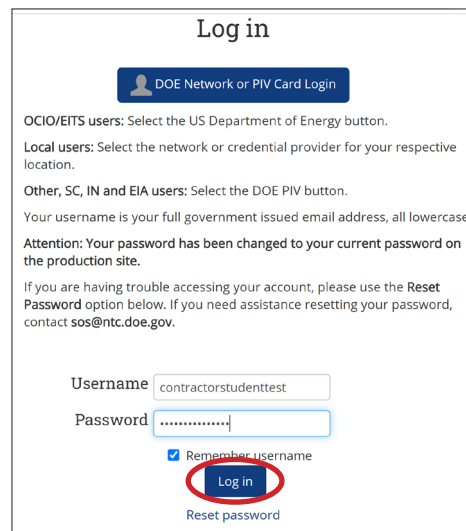
[Back](#)
[Request Access](#)

Login with Username and Password

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

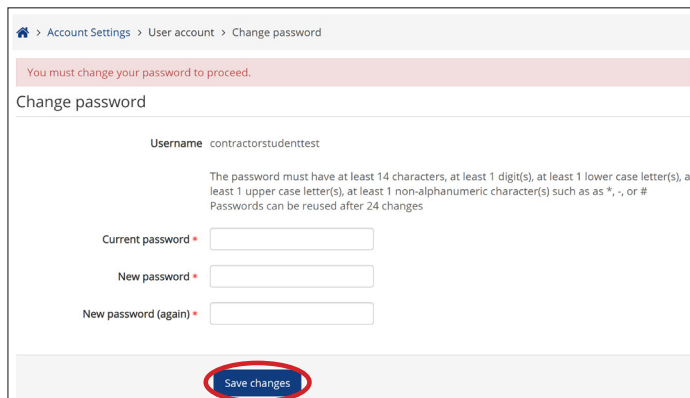


1. When you proceed to the LN site, enter your login credentials and select **Log in**.

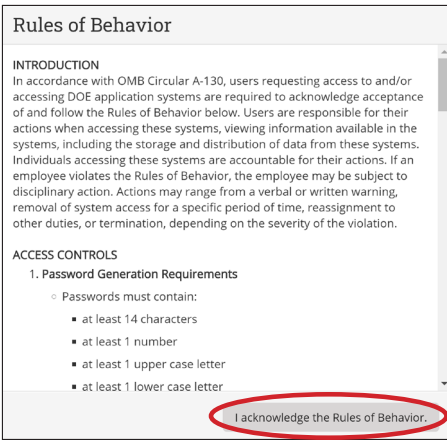


2. You will see the “Change Password” prompt the first time you log in.

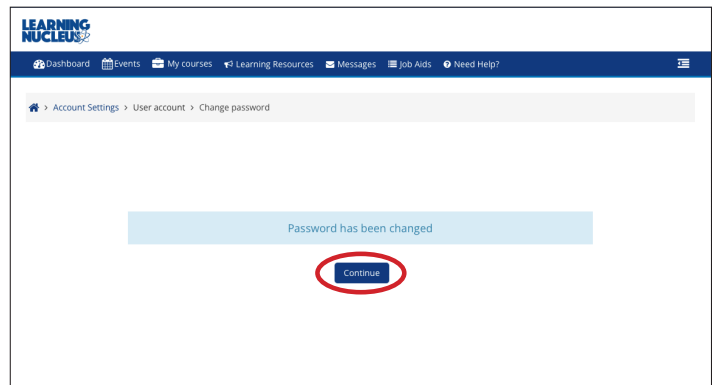
Enter your temporary password and a new password that is known only to you, and select **Save changes**.



3. 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.**



5. You will be taken to your dashboard.

