

# Learning Nucleus Initial Access

## CONTRACTORS

Version 1, November 2020



# Learning Nucleus Initial Access

## CONTRACTORS

### Contents

- 1 [Access with a PIV/HSPD-12 Badge](#)
- 4 [DOE Access Request Form](#)
- 6 [NNSA Access Request Form](#)
- 9 [Login with Username and Password](#)

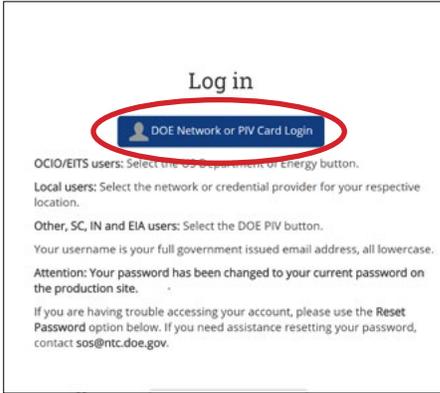
**NOTE:**

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**.



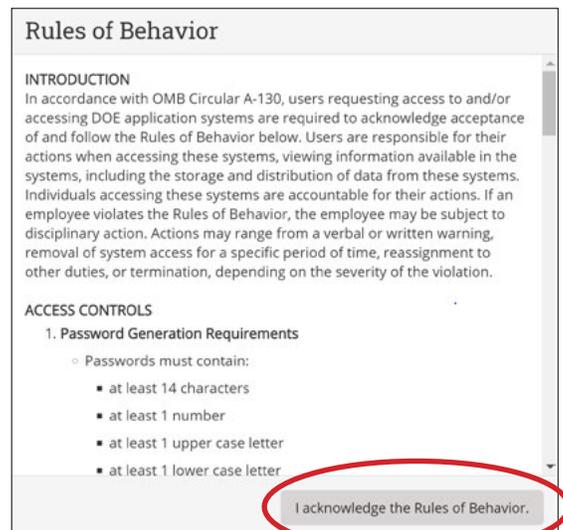
- From the Learning Nucleus Sign On options, select **DOE PIV Card**.



- 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

First Name \*

Middle Name \*

Last Name \*

Email

Phone Number \*

Country of Citizenship \*

Employee Type for Non-DOE Federal Employees \*

Field Site \*

DOE Office Street Address \*

DOE Office State \*

DOE Office City \*

DOE Office Zip \*

Contractor Category \*

COTR First 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:

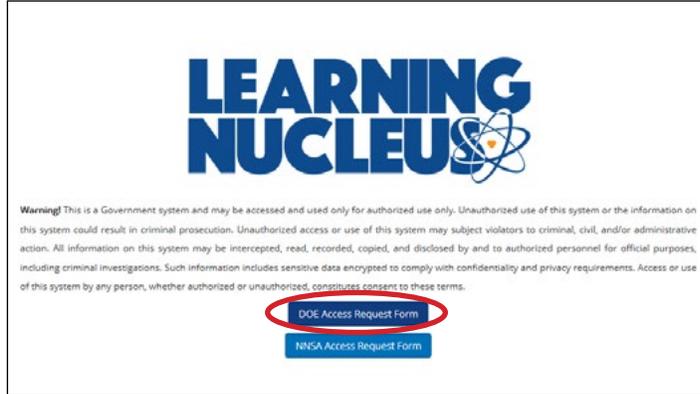
[Look for NTC email address](#) [Return to Dashboard](#)

7. You will be taken to your dashboard.

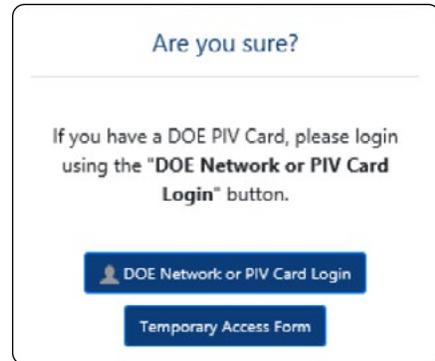
The screenshot shows the Learning Nucleus dashboard. At the top left is the Learning Nucleus logo. Below it is a red navigation bar with links for "My Dashboard", "My Courses", "Messages", and "Need Help?". On the right side of the navigation bar is a "Hide blocks" option. Below the navigation bar is an "ANNOUNCEMENTS" section with the text "No news items to display". The main content area features six interactive tiles: "Latest News" (with a "New" ribbon), "Reporting" (with a "New" ribbon), "Course Catalog" (with an "Enhanced" ribbon), "Transcript", and "My Profile".

# DOE Access Request Form

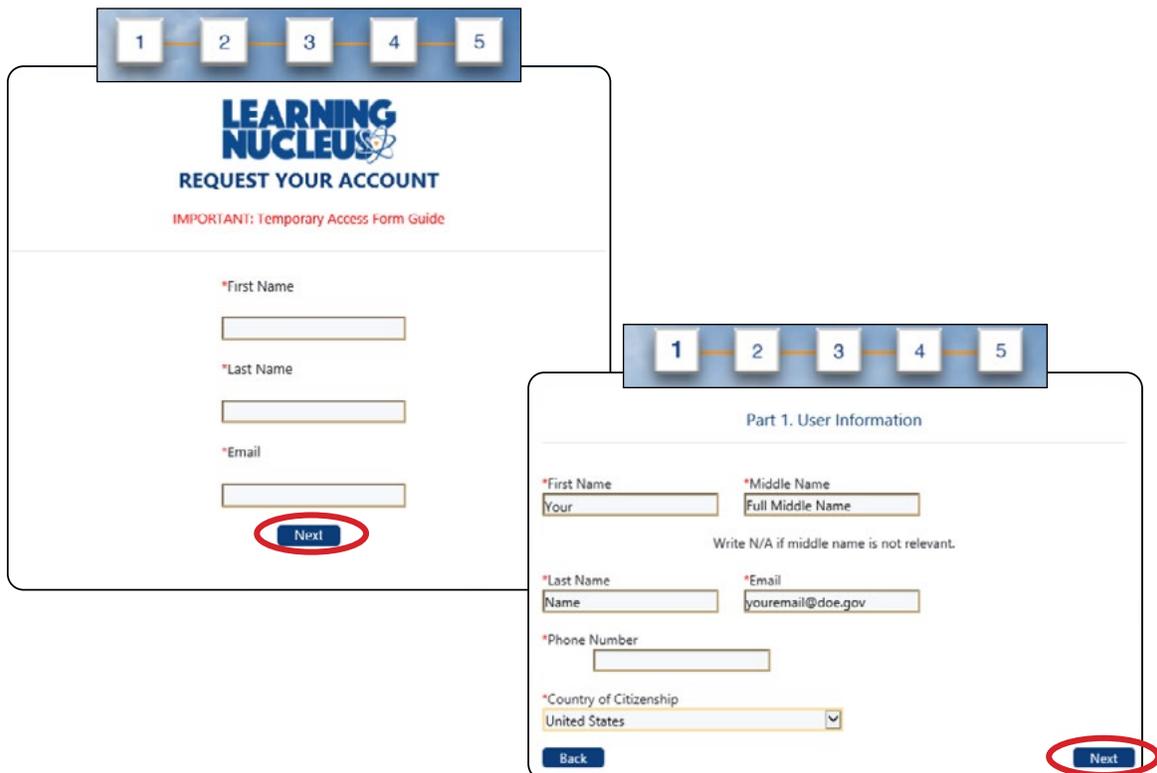
1. Go to [learningnucleus.energy.gov](http://learningnucleus.energy.gov) and select **DOE Access Request Form**.



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  
Contractor

DOE Department and Site Assignments  
\*DOE Program Office, Staff, Laboratory, PMA, or Field Site  
Staff Offices

Office of Enterprise Assessments

\*DOE Facility  
NTC

\*Contractor Category  
Support

DOE Office Address  
\*Street Address  
Work Address x  
\*City  
\*State  
Choose here  
\*Zip Code

Back Next

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

Part 3. Additional Information

Other Information  
\*Business Justification

\*Courses and other content you need access to

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  
\*Last Name

\*Email  
\*Phone Number

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.

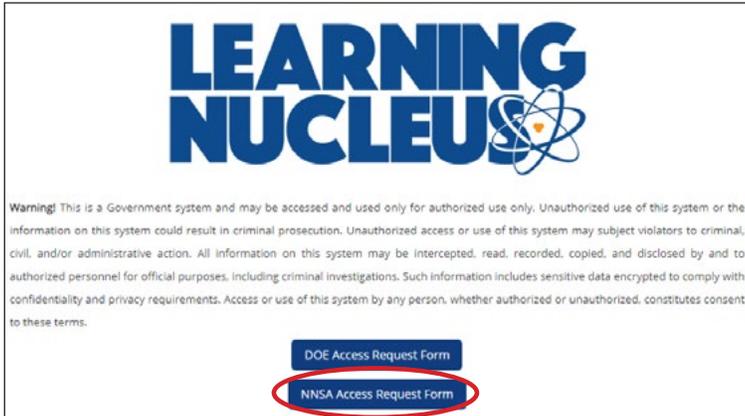
I'm not a robot

Back Request Access

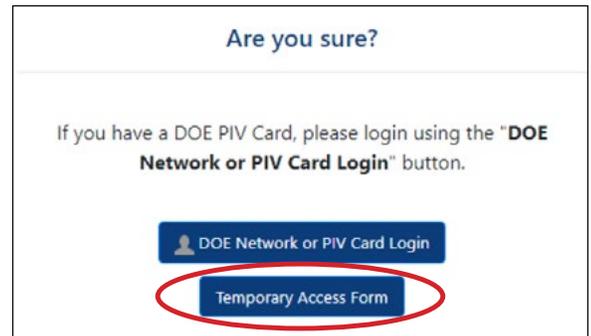
Foreign Nationals are prohibited from having access to the complete Learning Nucleus site and are limited to instructor related roles.

# NNSA Access Request Form

1. Navigate to [learningnucleus.energy.gov](http://learningnucleus.energy.gov) and select **NNSA Access Request Form**.



2. Select **Temporary Access Form**.



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

The screenshot shows the "REQUEST YOUR ACCOUNT" form. It features the Learning Nucleus logo and the title "REQUEST YOUR ACCOUNT". Below the title are three input fields: "\*First Name", "\*Last Name", and "\*Email". Each field is empty. At the bottom of the form is a "Next" button, which is circled in red.

- 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

- 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

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

### Part 3. Additional Information

Employer's Supervisor Information

*First Name <input type="text"/>	*Last Name <input type="text"/>
*Work Email <input type="text"/>	*Phone Number <input type="text"/>

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 <input type="text"/>	*Last Name <input type="text"/>
*Email <input type="text"/>	*Phone Number <input type="text"/>

Federal Sponsor Information

Your sponsor must have an account on Learning Nucleus.

*First Name <input type="text"/>	*Last Name <input type="text"/>
*Email <input type="text"/>	*Phone Number <input type="text"/>

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 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](#).

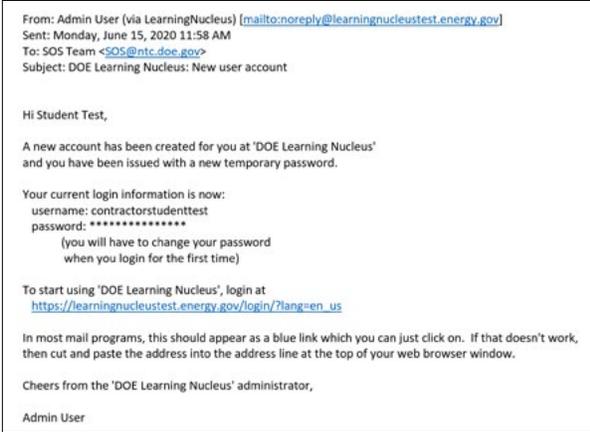
\*I agree to the above statement.

I'm not a robot

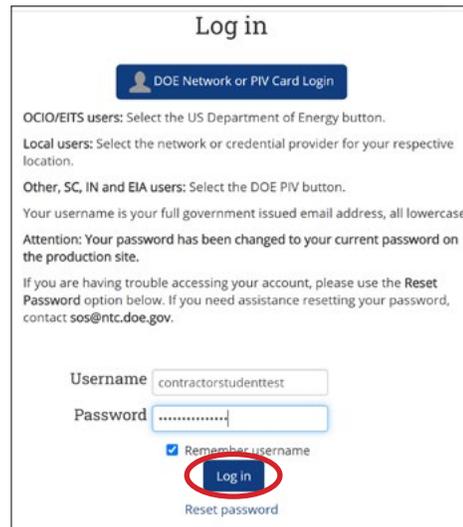
Back
Request Access

# Login with Username and Password

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

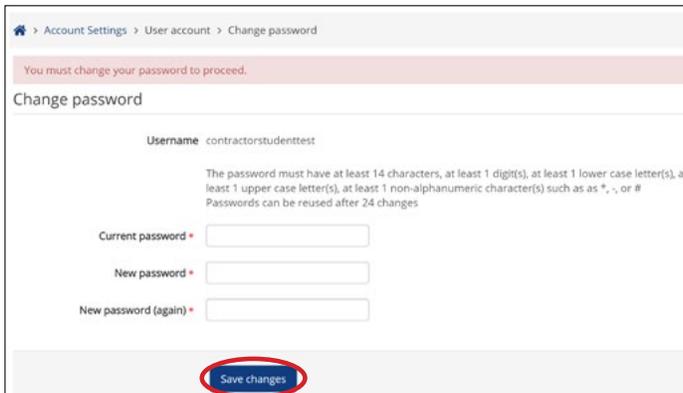


1. When you proceed to the LN site, enter your login credentials and select **Log in**.

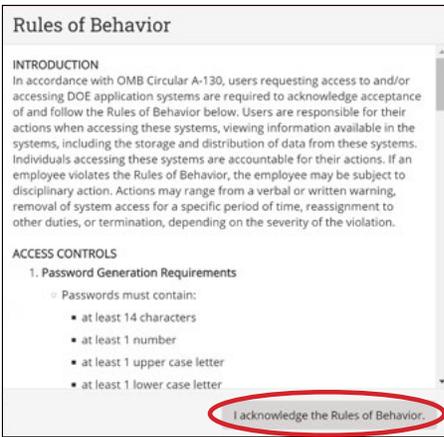


2. You will see the “Change Password” prompt the first time you log in.

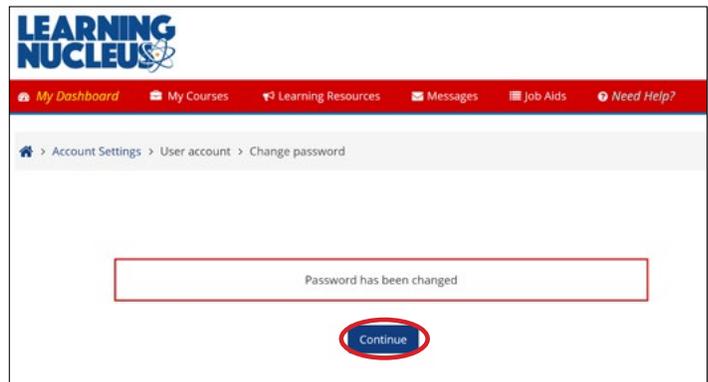
Enter your temporary password and a new password that is known only to you, and select **Save changes**.



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



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



- You will be taken to your dashboard.

