

## ONLINE LEARNING CENTER (OLC<sup>2</sup>) TRAINING ACCESS INSTRUCTIONS

### **PRIMARY METHOD**

1. Access the OLC<sup>2</sup> in the Training section of Employee Self Service (ESS).

### **SECONDARY METHOD**

#### **1. How to Login to the OLC<sup>2</sup> website**

- Click on the following link: <https://olc2.energy.gov>
- Enter your **LOGIN ID** which is your PAYROLL FIRST NAME. LAST NAME (in all capital letters, e.g. JANE.PUBLIC).

#### **2. How to Enter your OLC<sup>2</sup> Password**

##### **a. If you have taken OLC<sup>2</sup> online training before:**

- If you not accessed the OLC<sup>2</sup> in the last six months your password may have expired. The systems will prompt you to reset your password.
- If you have an account but have forgotten your password, you can have your password sent to you via email by clicking the “Forgot Your Password?” link.

##### **b. If you are a first-time user:**

- If you don't have an OLC<sup>2</sup> account, contact the ORO Training Center at (865-576-1082) and request an account be created for you. You will be sent a temporary password and then be prompted to change your temporary password to a permanent password that conforms to the DOE standard.

If you experience difficulties, please contact the ORO Training Center at 865-576-1082.