

## LMS LOG ON INSTRUCTIONS

Use this job aid to learn how to access the HHS Learning Portal with the AMS authentication method, commonly referred to as 'Single Sign-On.'

- Using your Web browser, navigate to the *LMS URL* (<http://lms.learning.hhs.gov>). You will be redirected to the AMS log on page.

Figure 1: AMS Log-in Screen

- NIH Staff should do one of the following:
  - Log On Using Your Network Credentials*
    - Under **OPDIV Network Credentials**, NIH staff should select *NIH* from the Select OPDIV dropdown.
    - Click the **Click Here** link.
    - Enter your NIH username and password in the corresponding fields and click **Login**.
  - Log On Using Your PIV Card*
    - From the Left side of the AMS Login page, click **Login**.
    - Review the Government Warning pop-up and click **Agree**.
    - In the Digital Certificate pop-up, click to highlight your name and click **OK**.
    - In the ActivClient Login pop-up, enter your **PIN** and click **OK**.

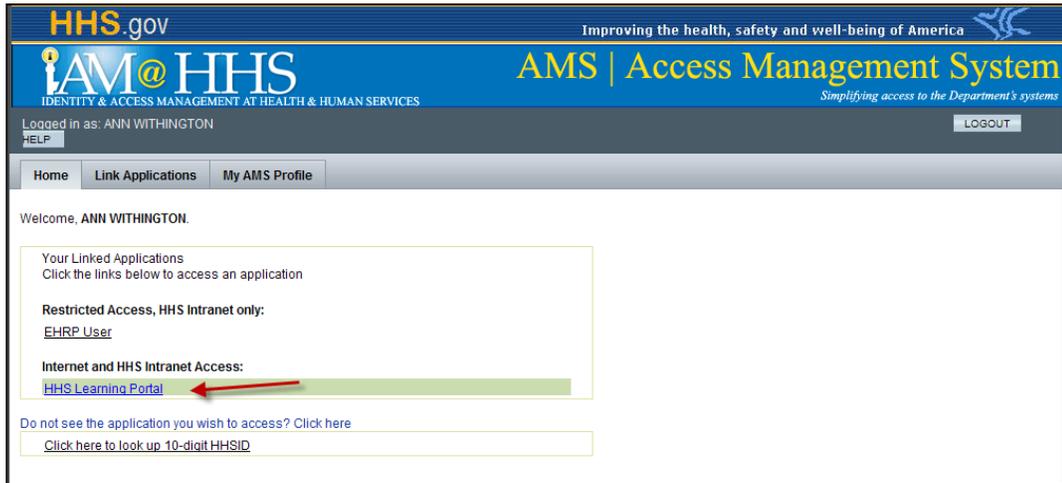


Figure 2: AMS Home Page Displaying Applications

3. To access LMS, click the **HHS Learning Portal** link.

**NOTE:** If an LMS application account is successfully linked to an AMS identity, the HHS Learning Portal link will appear on the AMS Home page. If LMS application account is not linked to the AMS Identity, move to Step 5 below.

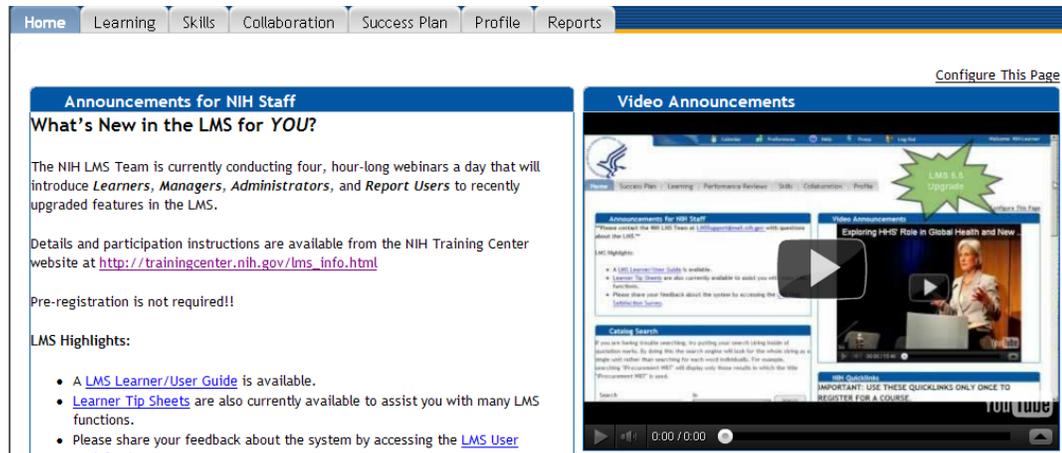


Figure 3: HHS Learning Portal Home Page

4. When you are finished using the LMS, click **Logout** from both the AMS and the LMS Web pages.

**NOTE:** Closing the LMS and AMS Web pages without clicking Logout does not end your session in either system.

5. If the HHS Learning Portal is not linked to your account, click the **Do not see the application you wish to access? Click here** link.

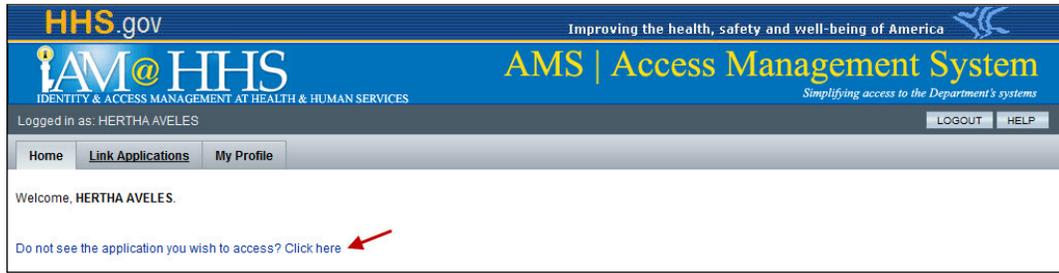


Figure 4: AMS Home Page Displaying Applications

6. On the *Select Application* page, choose HHS Learning Portal from the Application dropdown list and click **Continue**.



Figure 5: AMS Home Select Application Screen

7. Review the error message, which displays instructions on how to contact the Helpdesk to get the HHS Learning Portal application linked to your AMS profile.

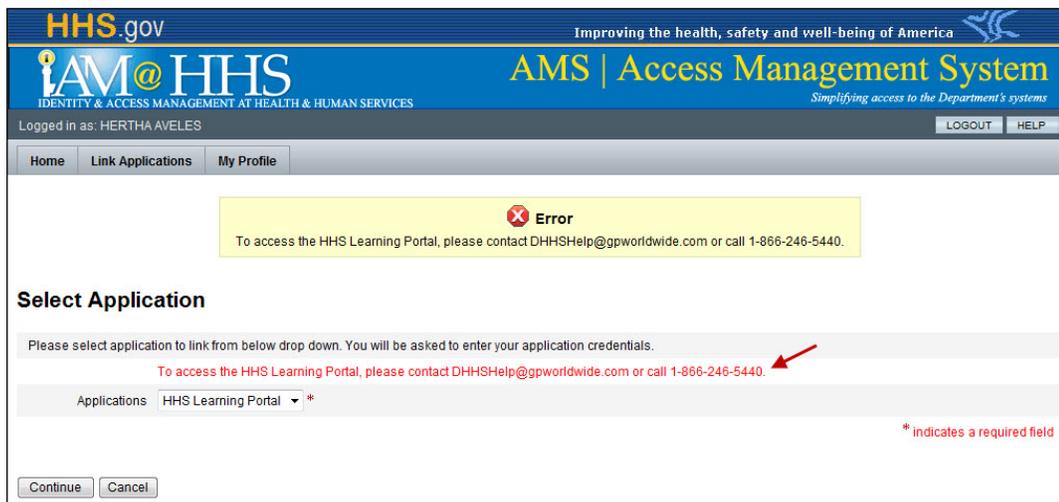


Figure 6: AMS Home Screen with Error Message

If you experience trouble with this process, please submit a helpdesk ticket at:

<http://intrahr.od.nih.gov/helpdeskform.htm>

