



LEARNING MANAGEMENT SYSTEM (LMS) ACCESSING BOOKS 24X7 FROM THE LMS

Do you know that federal staff have access to hundreds of books for free from the LMS? Books24x7 gives federal staff access to books in Business, IT, Project Management and many other interesting categories. You just need to register once, and then Books24x7 will then be available in your Current Learning section. This Guide provides instructions for federal staff on how to access Books24x7 in the LMS.

1. Log into the LMS.

NOTE: For instructions about logging on, refer to the [Log-On Instructions \(TS02-L\)](#) QRG.

2. In the Catalog Search section, enter Books24x7 in the Search field and then select the **Search** button.

Catalog Search

Enter the course title, course ID, or offering ID in the search field. The LMS will search on each word or numeric ID separately. For example, if Word 2010 is entered as the search criteria, all offerings with either Word OR 2010 in the title, description, abstract, or keywords will be returned. Use the Advanced Search to narrow your search criteria, or check the Exact Match if you know the exact title of the course.

Search field →

Search In Learning Catalog

Location Any Location

Starting In Next Six Months

Show exact matches only **Search button** →

[Advanced Search](#)

Browse: [Category](#)

Figure 1 – Search field and Search button in the Catalog Search portlet

3. From the Search Catalog screen select the **Launch Content** link.

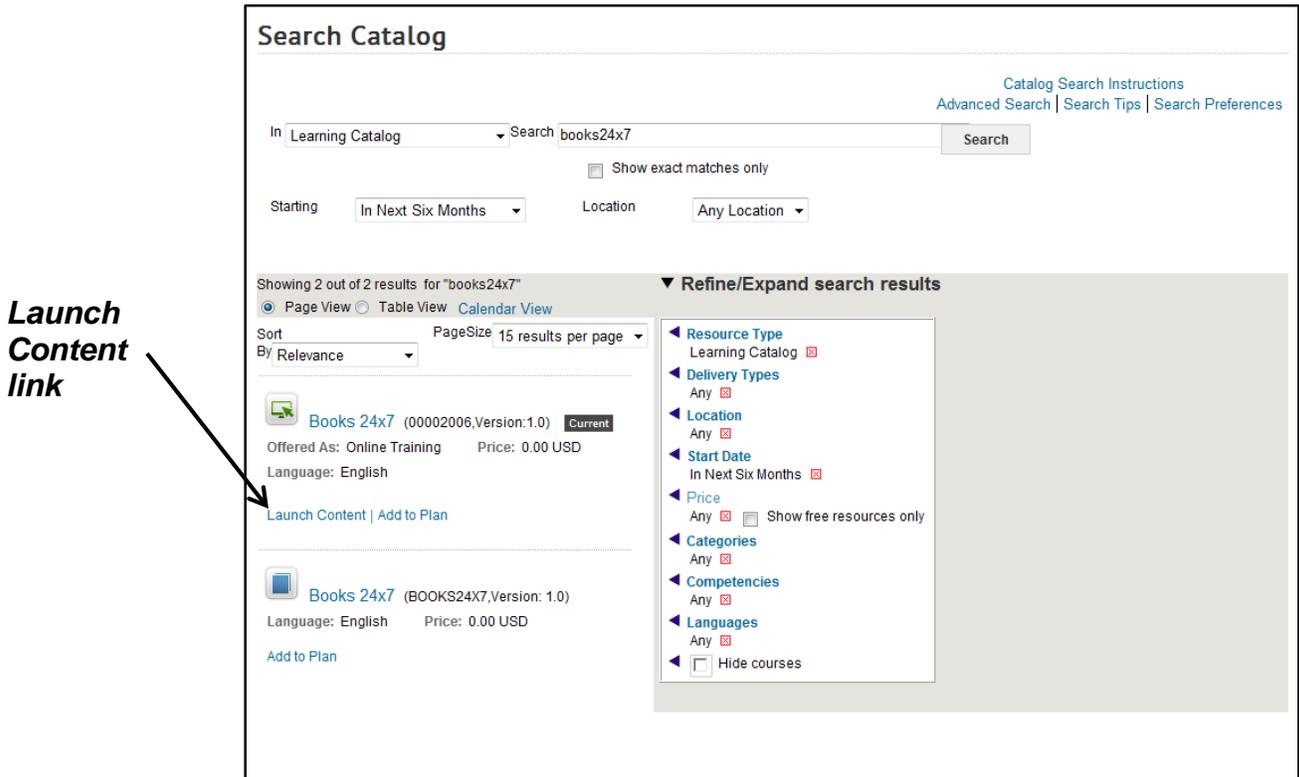


Figure 2 – Launch Content link for the Books24x7 course

4. You may be presented with a message advising that you have already registered for the offering, select the **Go to Registration** link under the Actions section.

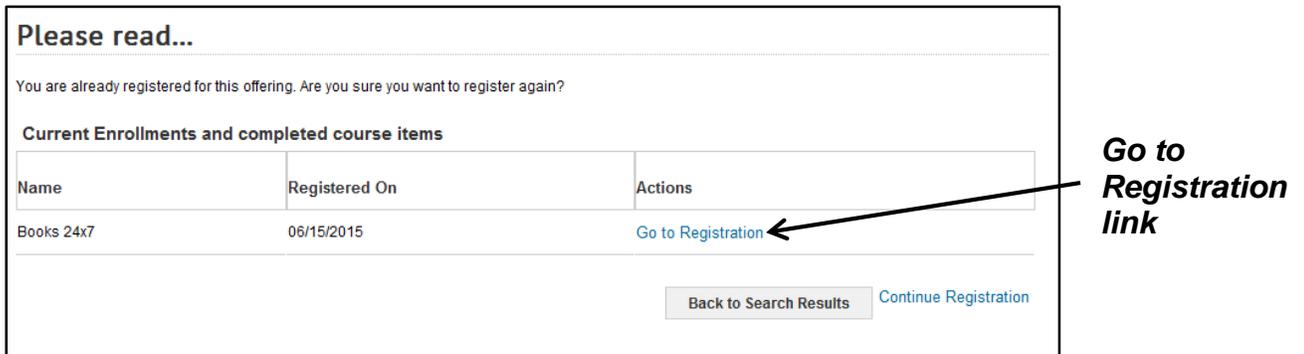


Figure 3 – Go to Registration link

- Click the **Launch Content** button (there are three buttons, at the top-right of the page, in the middle-right of the page, and at the bottom of the page).

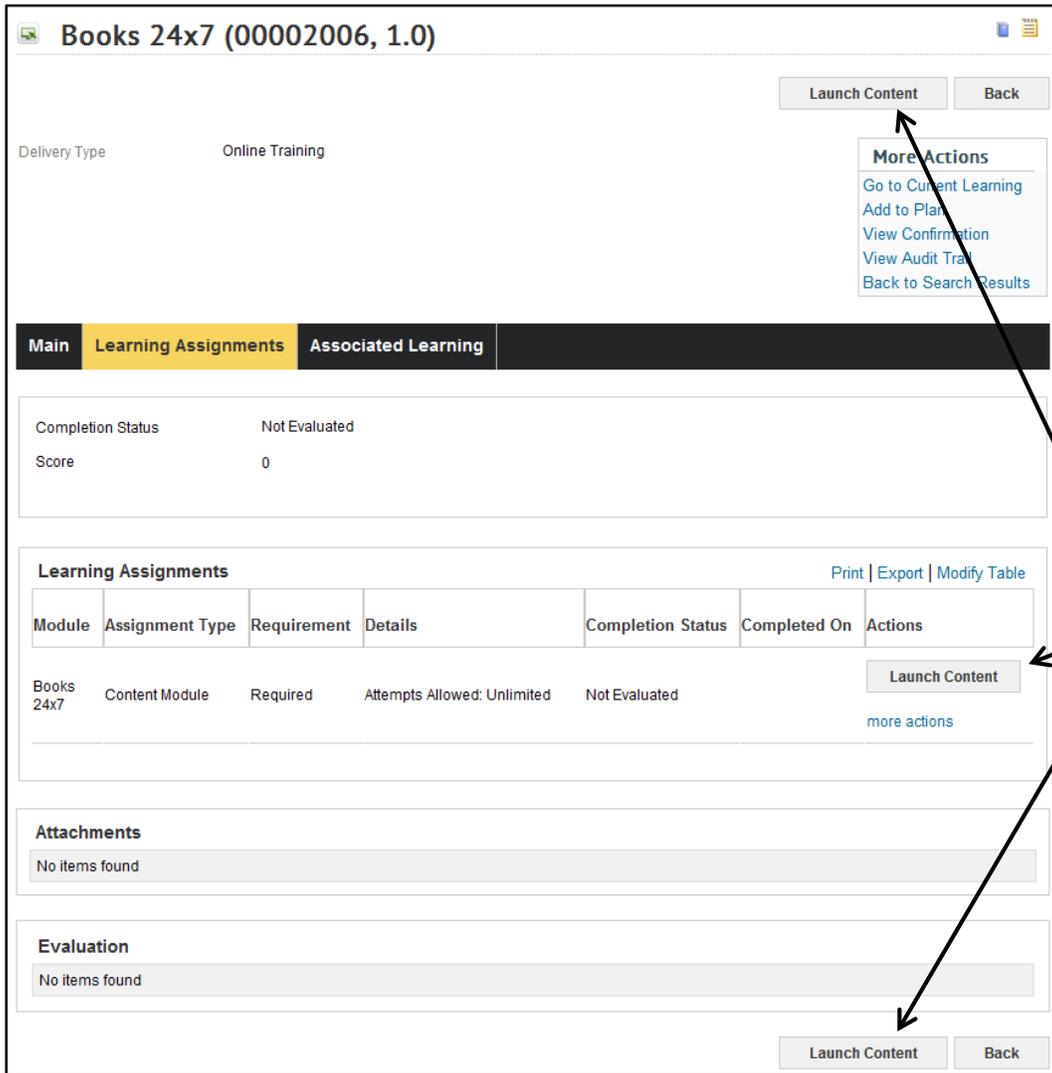


Figure 4 – Launch Content buttons for the Books 24x7 course

- Select the **SkillSoft Books 24 X 7** link on the pop-up window.

**SkillSoft
Books 24 X 7
link**

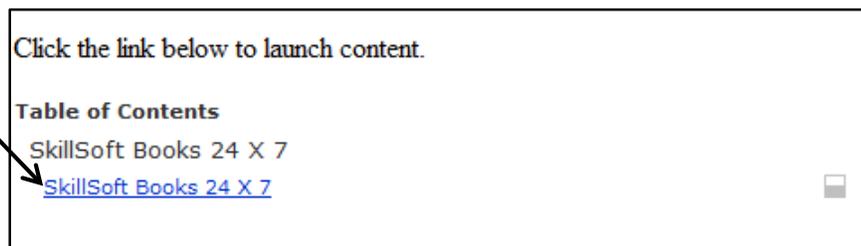


Figure 5 – SkillSoft Books 24 X 7 link on the pop-up window

7. The NIH Books24x7 home page has been configured for our organization to have some specialized topics in the left navigation panel in the Corporate Folders section and in the right navigation panel in the Browse Topics section.

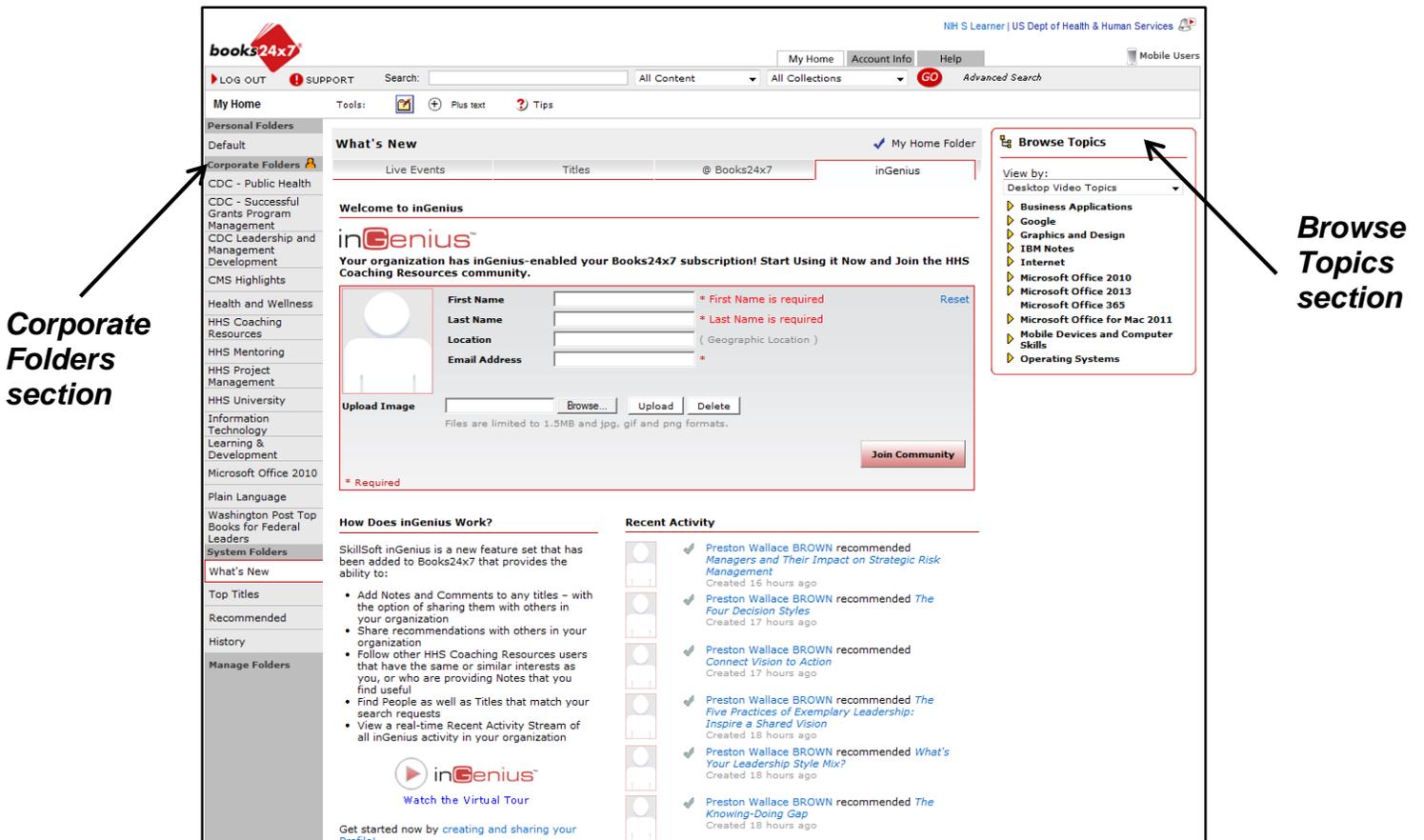


Figure 6 – Corporate Folders and Browse Topics sections

IMPORTANT: Books 24x7 courses will never be marked as complete on your Transcript. To access Books 24x7 again in the future, navigate to your Current Learning section. For additional information about how to get started with Books24x7 please visit: <http://help.books24x7.com/bkb>

If you experience trouble with this process, please submit a helpdesk ticket at: <http://intrahr.od.nih.gov/helpdeskform.htm>