

BROWSING TIP SHEETS IN THE LMS KNOWLEDGE BASE

Links for all the LMS tip sheets are provided in the LMS support page at: <http://hr.od.nih.gov/hrsystems/staffing/lms/lmssupport.htm>.

This tip sheet will show you how to browse for tip sheets directly in the LMS Knowledge Base.

To browse for tip sheets using the LMS Knowledge Base:

1. Log on to the LMS.
NOTE: For instructions about logging on, see the *Log-On Instructions (TS02-L) tip Sheet*.
2. On the LMS home page, select the **Learning** tab.
3. Select **Knowledge Center** link from the vertical navigation on the left side of the page.
4. Select the **Browse Knowledge Base** link.

Learning →

Knowledge Center →

Browse Knowledge Base →

Plus Sign →

Calendar Preferences Help Log Out

The Joy of Learning Enabled Through Access!
Department of Health & Human Services Learning Portal

Home Learning Skills Collaboration Success Plan Profile Reports

All Learning Activity Knowledge Base

Search Catalog

Knowledge Center

Search Catalog Browse Search

Browse Catalog

Browse Knowledge Base

Knowledge Base

Item Actions

Knowledge Base

NIH

OFM

PRISM

Add To Interest List My Interest List

Contents

No items found

Refresh

- Click the plus sign next to NIH. This will expand the selection and show all the items under NIH.

Home Learning Skills Collaboration Success Plan Profile Reports

All Learning Activity Knowledge Base

Search Catalog

Knowledge Center

Search Catalog Browse Search

Browse Catalog

Browse Knowledge Base

Knowledge Base

Item Actions

Knowledge Base

NIH

Administrator Tip Sheets

Custom Report Tip Sheets

Learner Tip Sheets

Manager Tip Sheets

Managing Training Orders Tip Sheets

NBS

OFM

PRISM

Add To Interest List My Interest List

Contents

No items found

Refresh

Tip Sheets Categories →

- Click on any of the tip sheet categories.
- The **Contents** section on the right will show all the tip sheets under that category.

The screenshot shows the LMS interface with the following components:

- Navigation Bar:** Home, Learning (selected), Skills, Collaboration, Success Plan, Profile, Reports.
- Left Sidebar (Knowledge Center):**
 - All Learning Activity
 - Search Catalog
 - Knowledge Center
 - Search Catalog
 - Browse Catalog
 - Browse Knowledge Base
 - Learning Requests
 - Request Approval
 - Evaluations & Surveys
- Knowledge Base Section:**
 - Browse Search
 - Knowledge Base
 - Item Actions
 - Knowledge Base
 - NIH
 - Administrator Tip Sheets
 - Custom Report Tip Sheets
 - Learner Tip Sheets
 - Manager Tip Sheets
 - Managing Training Orders Tip Sheets
 - NBS
 - OFM
 - PRISM
- Contents Table:**

Name	Version	Format	Launch
TS01-L Verify Profile	1.0	File	Launch
TS02-L Employee Log On	1.0	File	Launch
TS04-L Viewing Your Transcript	1.0	File	Launch
TS06-L Browse by Category and Register	1.0	File	Launch
TS07-L Drop a Course	1.0	File	Launch
TS11-L View an Offerings Current Enrollments	1.0	File	Launch
TS14-L Launch an Online Course	1.0	File	Launch
TS15-L Search for a Course and Register	1.0	File	Launch
TS16-L View Information Attached to a Course	1.0	File	Launch
TS17-L Print a Certificate of Completion	1.0	File	Launch

- Click on the **Launch** link to open the tip sheet.
- Tip sheet will open.

Open Tip Sheet

LMS
Learning Management System

Tip Sheet

VERIFYING YOUR USER PROFILE

All NIH staff should verify their User Profile information in the HHS Learning Portal. Because this information may be used for communication, mandatory training, and competency-related initiatives, it's important to correct any inaccuracies.

Verifying your User Profile

1. Log on to the LMS.
NOTE: For instructions about logging on, refer to the *Log-On Instructions (TS02-L) tip sheet*.
2. From the LMS Home Page, click the **Profile** tab to view your profile information.

My Contact Information link

TS15-L Search for a Course and Register	1.0	File	Launch
TS16-L View Information Attached to a Course	1.0	File	Launch
TS17-L Print a Certificate of Completion	1.0	File	Launch

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