LEARNING MANAGEMENT SYSTEM (LMS)
SEARCH FOR A COURSE AND REGISTER

This QRG will guide you through the process of searching for and registering for a course using the simple and advanced search options.

Simple search:

1. Log into the LMS.

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

2. Locate the Catalog Search portlet on the LMS Home page.

   ![Catalog Search](image)

   **Figure 1 – Search field in the Catalog Search portlet on the LMS Home Page**

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3. Enter the title of the course for which you want to search. If you are unsure about the title of the course, use the percentage sign (%) as a wild card. Click the **Search** button to continue.

**NOTE**: You can use the additional search fields (In, Location, and Starting) to focus your search results to a specific type of course or date range.

![Catalog Search](image)

Figure 2 – Search button in the Catalog Search portlet on the LMS Home Page
4. A list of courses will be displayed, available for registration.

Advanced Search:

1. Locate the Catalog Search portlet on the LMS Home page.

2. Click the **Advanced Search** link in the Catalog Search portlet.

![Advanced Search link in the Catalog Search portlet on the LMS Home Page](image-url)
3. Enter the information of the course for which you want to search. If you are unsure about the title of the course, use the percentage sign (%) as a wildcard. Click the **Search Learning Catalog** button to continue.

![Find Knowledge Resources - Advanced Search](image)

**NOTE:** Some of the fields have a pick icon that will allow you to select additional information, such as a date range (Start Date and/or End Date), a specific Location, or a Field of Study. These fields are optional and are used to refine search results.
4. Locate the course in which you want to enroll, you can either click the **Launch Content** link to open the course immediately or click the **Add to Plan** link to add it to your Learning Plan.

![Figure 5 – Launch Content and Add to Plan links](image)

**IMPORTANT:** Courses that have tuition must contain a valid CAN to ensure the proper obligation of funds in NBS. A valid CAN must be added by your Manager or Additional Approver for Orders as part of the order approval process.

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