



LEARNING MANAGEMENT SYSTEM (LMS) SIGN UP FOR A CERTIFICATION

This QRG will guide you through the steps to sign up for a certification.

1. Log on to the LMS.

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

2. Click the **Learning** link in the left navigation menu.

Learning link

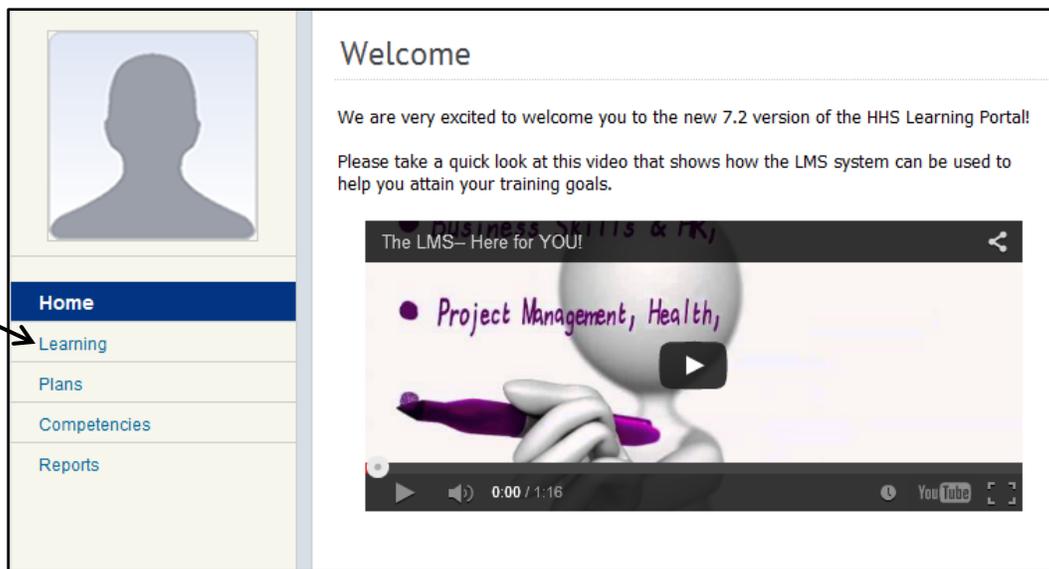


Figure 1 – Learning link in the left menu on the LMS home page

3. Click the **Certifications** link.

Certifications link

The screenshot displays a user profile interface. On the left is a vertical navigation menu with the following items: Home, Learning, **Current Learning** (highlighted), Completed Learning, Certifications (indicated by an arrow from the text 'Certifications link'), Curricula, Continuing Education Plans, Recommendations, Orders, Plans, Competencies, and Reports. The main content area is titled 'Current Learning' and contains a list of learning items. The first item is 'Getting Started with Visio 2010' (MO_BVIS_A01_DT_ENUS, Version:2.2) with a duration of 01:00 hours and a status of 'Not Evaluated (Unlimited attempts)'. The second item is 'Books 24x7' (00002006, Version:1.0) with a duration of 00:00 hours and a status of 'Not Evaluated (Unlimited attempts)'. Both items include a 'Hide Learning Assignment' button.

Figure 2 – Certifications link

4. Click the **Add Certification** link.

The screenshot shows the 'Certifications' page. At the top, there are tabs for 'Internal' and 'External'. Below the tabs is a search bar with a 'Name' field and a 'Show Required Certifications Only' checkbox. There are links for 'Configure', 'Save Search Query', and a 'Search' button. A 'View' dropdown menu is set to 'Active'. Below the search bar, there is a section for 'Internal Certifications' showing 11 out of 11 results. A link for 'Add Certifications' is highlighted with an arrow. The table below has columns for Name, Version, Selected Path (% Complete), Mastery Score, Status, Assigned By, Target Date, and Actions. The first row shows 'HHS Appropriations Law Certification' with version 1.0, a progress indicator, 'HHS Appropriations Law Online Course - 0% Completed', a mastery score of 'N/A', a status of 'Acquired', assigned by 'NIH PeopleAdmin', and an 'Actions' link.

Add Certifications link

Figure 3 – Add Certifications link

5. Enter the name of the certification you want to sign up for in the Name field and then click the **Search** button.

The screenshot shows the 'Select Certifications' screen. It has a search form with fields for 'Name', 'Discontinued From >=', 'Updated On >=', 'Past Credit Duration <=', and 'Target Completion Duration <='. There are 'Configure' and 'Save Search Query' links, and a 'Search' button. A 'Name field' label with an arrow points to the 'Name' input field. A 'Search button' label with an arrow points to the 'Search' button. Below the search form is a section for 'Certifications' and a 'Close' button.

Figure 4 – Name field and Search button on Select Certifications screen

NOTE: NIH certifications are prefixed with “NIH” followed by the name of the actual certification.

6. Select the **Checkbox** to the left of the certification name and the click the **Select and Close** button.

Select checkbox

Select and Close button

<input type="checkbox"/>	Name	Version	Available From	Discontinued From	Target Completion Duration	Expires In	Notify Before
<input type="checkbox"/>	NIH NIA Alternative Dispute Resolution Certification	1.0	08/23/2011		10 Days		
<input type="checkbox"/>	NIH NIAID Mandatory Supervisor Refresher Training (2 hours)	1.0	06/01/2012		125 Days	1095 Days	100 Days
<input type="checkbox"/>	NIH NIAID OWER New Supervisory Training Requirement		06/18/2012		365 Days		130 Days
<input type="checkbox"/>	NIH NoFEAR Act Training Certification	1.0	12/22/2009		30 Days	730 Days	30 Days
<input type="checkbox"/>	NIH Prevention of Sexual Harassment Training Certification	1.0	12/22/2009		30 Days	730 Days	30 Days

Print | Export | Modify Table

Showing 7 out of 7 results

Select and Close Close

Figure 5 – Select checkbox and Select and Close button

7. You will now be signed up for the certification and will be returned to the certifications page.

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