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 in the left menu on the LMS home page](image)

   **Figure 1** – Learning link in the left menu on the LMS home page
3. Click the **Certifications** link.

![Certifications link](image)

Figure 2 – Certifications link
4. Click the **Add Certification** 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.

![Name field and Search button on Select Certifications screen](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 and Select and Close button](image)

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](http://intrahr.od.nih.gov/helpdeskform.htm)