LEARNING MANAGEMENT SYSTEM (LMS)
SIGN UP FOR A CURRICULUM

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

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.

![Figure 1 – Learning link in the left menu on the LMS home page](image)
3. Click the **Curricula** link.

4. Click the **Add Curricula** link.

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**Figure 2 – Curricula link in the left menu**

**Figure 3 – Add Curricula link**

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**TS29-L Signup for a Curriculum**

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

**NOTE:** NIH curricula are prefixed with NIH followed by the name of the actual curriculum.
6. Click the Select checkbox and then click the **Select and Close** button.

![Select checkbox and Save and Close button]

7. You will now be signed up for the curriculum.

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)