LEARNING MANAGEMENT SYSTEM (LMS)
CHECK YOUR CERTIFICATION PROGRESS

This QRG will guide you through the steps to check on the progress you have made with a certification.

1. Log into 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 **Certifications** link in the left menu.

![Figure 2 – Certifications link in the left menu](image)

4. Click the link for the name of the certification to view completion details for each course included in the certification.

![Figure 3 – List of certifications](image)

**NOTE:** There is a progress bar for each assigned certification.
NOTE: Click the **Detailed Status View** radio button to view additional information about the certification status.
Figure 5 – Detailed Status View of the sample certification

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