LEARNING MANAGEMENT SYSTEM (LMS)  
ASSIGNING CONTINUING EDUCATION (CE) REQUIREMENTS (AS A LEARNER)

By assigning a CE plan in the LMS, you can view learning credits or continuous learning point (CLP) requirements. You can also track these for a particular CE plan. For example, this would be useful for supervisors wishing to track their Supervisory Refresher Training or FAC-COR requirements.

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 menu.

   ![Learning link](image)

   **Figure 1** – Learning link in the left menu on the LMS home page
3. Click the **Continuing Education Plans** link in the left menu
4. Click the **Add Requirement** link.

5. Enter the name in the Name field and click the **Search** button.

6. Click the checkbox for the correct requirement and click the **Select** button.
7. The Continuing Education Requirement has now been added.

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