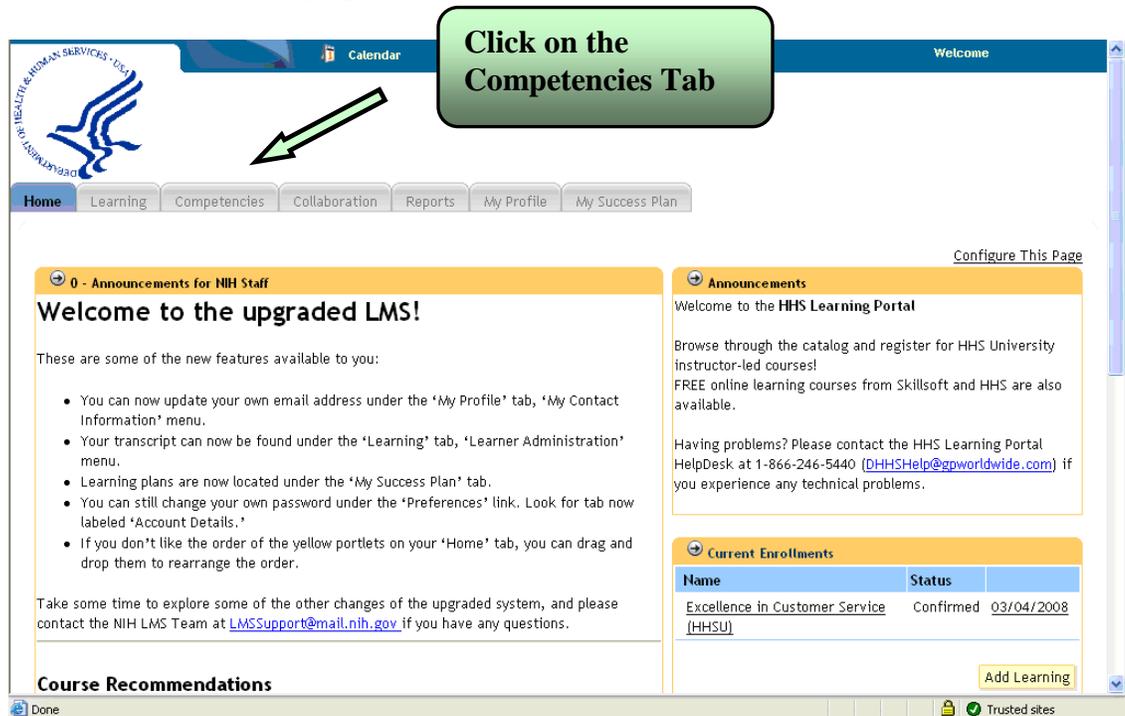


LMS Step-by-Step Guide

Adding Competencies

Step 1

Log into LMS at <https://lms.learning.hhs.gov/Saba/Web/Main>, and you will arrive at the Homepage screen.



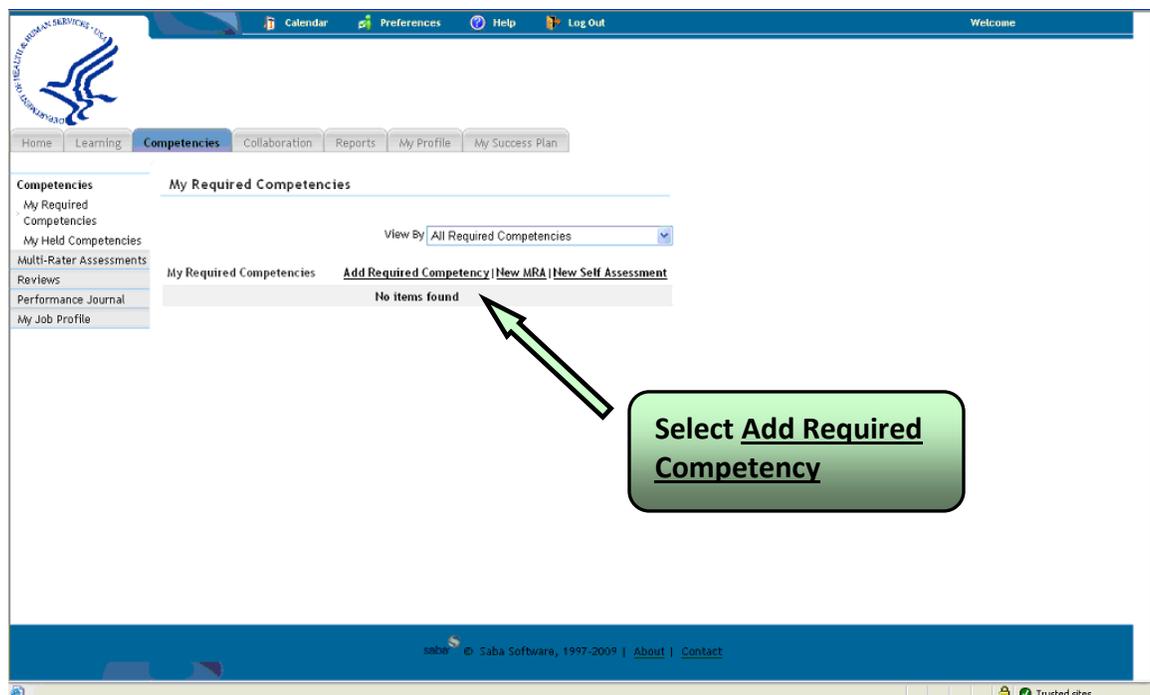
The screenshot shows the LMS homepage. At the top, there is a navigation bar with the Department of Health & Human Services logo and a 'Calendar' icon. Below this is a horizontal menu with tabs: Home, Learning, Competencies, Collaboration, Reports, My Profile, and My Success Plan. A green callout box with a white arrow points to the 'Competencies' tab, containing the text 'Click on the Competencies Tab'. The main content area features a 'Welcome to the upgraded LMS!' announcement with a list of new features, a 'Current Enrollments' table, and a 'Course Recommendations' section. The 'Current Enrollments' table has the following data:

Name	Status	
Excellence in Customer Service (HHSU)	Confirmed	03/04/2008

At the bottom of the page, there is a 'Done' button and a 'Trusted sites' indicator.

Step 2

You will arrive at the Competencies Homepage



The screenshot shows the LMS Competencies homepage. The navigation bar includes 'Calendar', 'Preferences', 'Help', and 'Log Out'. The horizontal menu has 'Competencies' selected. On the left, there is a sidebar menu with options: My Required Competencies, My Held Competencies, Multi-Rater Assessments, Reviews, Performance Journal, and My Job Profile. The main content area is titled 'My Required Competencies' and includes a 'View By' dropdown menu set to 'All Required Competencies'. Below this, there are links for 'Add Required Competency', 'New MRA', and 'New Self Assessment'. A green callout box with a white arrow points to the 'Add Required Competency' link, containing the text 'Select Add Required Competency'. The page footer includes 'Saba Software, 1997-2009 | About | Contact' and a 'Trusted sites' indicator.

Step 3

In the open window, enter the name of the desired competency. Before trying to add a competency, please look up the name at <http://hr.od.nih.gov/competencies/default.htm>

https://lms.learning.hhs.gov - HHS Learning Portal - Microsoft Internet Explorer

Select Competency

Configure

Name

Competency Group

Save Search Query Search

Competencies

Close

1) Insert Competency name here

2) Search for your desired Competency

Step 4

Select the Competency by clicking on the green box.

https://lms.learning.hhs.gov - HHS Learning Portal - Microsoft Internet Explorer

Select Competency

Configure

Name

Competency Group

Save Search Query Search

Competencies

Select	Competency Group	Name
<input type="checkbox"/>	NIH Core Competencies	NIH Ethics

Modify Table

Close

Click Here

Step 5

The Competency details will appear.

Competency Detail: NIH Ethics

* = required

Competency Name **NIH Ethics**

Minimum Proficiency Level* Intermediate - 3

Attachments [Print](#) | [Export](#)

Attachment Name	Type	Category	Locale	Private
Core Competencies	URL	User	English	No
Proficiency Map		Documentation		

Save Back Close

1) Select Proficiency Level

2) Select Save