

NIH Environmental Management System Awareness Training

First-time Portal users	<ol style="list-style-type: none">1. Go to: http://lms.learning.hhs.gov2. Find Username<ul style="list-style-type: none">• Federal Civilian Employees: Your username is your eight-digit employee ID#. This is NOT the same as your badge #. Click on “Personnel ID Lookup Page” to find your ID#.• Commissioned Corps Officers: Your username is your PHS serial number followed by three zeros.• Others: Your username is “NIH” followed by the numbers on your badge. Ex. = NIHXXXXXXXXXX3. Determine Password<ul style="list-style-type: none">• Your initial password will follow this format:<ul style="list-style-type: none">○ First letter of <u>legal</u> first name (upper case)○ Last name (including any special characters; all lower case)○ Last four digits of your social security number○ Ex Joe McAdams= JmcdamsXXXX
Login	<ol style="list-style-type: none">4. Enter Username and Password to LOG IN
After login	<ol style="list-style-type: none">5. You are now on your Home page. In the Catalog Search in the yellow box header, type: “NIH Environmental Awareness Training” and click the “Go” button.6. Scroll down to find the NIH Environmental Awareness Training course. After you’ve found the course, look for the “Register” link in the far right column. Click on the link to register for the course. A registration confirmation page will appear. Click on the Launch Content link to begin the course.

IMPORTANT

If you are experiencing technical problems logging onto or using the Saba HHS Learning Portal, please contact the Help Desk at 1-866-246-5440 or DHSHelp@gpworldwide.com. All non-technical and training-related questions should be directed to your OPDIV LMS administrators or hhsu_lms@psc.hhs.gov.

If you are a new Portal User, you may want to:

- Click on the My Profile tab in the row of gray tabs beneath the HHS logo and use the buttons in the left navigation bar to review the following:
 - My Person Details –it is critical that your correct manager/supervisor is indicated here
 - My Contact Information –it is critical that your email be correct
 - My Address & My Job Profile
- Create a permanent password. Your temporary password will expire if you do not access the system within 30 days of your account creation. Contact the Help Desk if this happens