



NIH Training Center

Learn. Discover. Grow.

How to Register for an LMS Administrator Course in the HHS Learning Portal

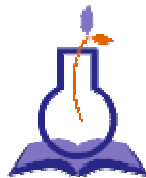
IMPORTANT! All pre-requisites must be completed before enrolling for an LMS course in the HHS Learning Portal (<http://lms.learning.hhs.gov>). We are still using NIHITS to obligate funds for training. **NOTE: You must register in both LMS and NIHITS to take LMS courses.** Once you have completed the pre-requisite, please follow the directions below.

Using the HHS Learning Portal

1. Log into the HHS Learning Portal.
Detailed logon instructions can be found at http://learningsource.od.nih.gov/Log-In_QuickSheet.pdf.
2. From the My Learning **Welcome** page, click on **Browse by Category**.
3. Under **NIH Courses** select **NIH Training Center** to view offerings.
4. From the **Learning Offerings** table, click on one of the following:
 - The course (offering) **Title** link for more details about the offering.
 - The course (offering) **Register** link to initiate the registration process. Follow the prompts to register for the course of your choice.
5. If there is a tuition associated with the course offering, initiate a NIHITS nomination to request approval and to obligate the funds for this course.
6. **Your seat is not confirmed until your NIHITS nomination is approved and you receive an email confirming your status in the class.**

If you are experiencing technical problems logging into or using the HHS Learning Portal, please contact the Help Desk at 1-866-246-5440 or DHHSHelp@gpworldwide.com.

For questions regarding LMS please email LMSsupport@od.nih.gov.



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