

DHHS/NIH Learning Management System (LMS)

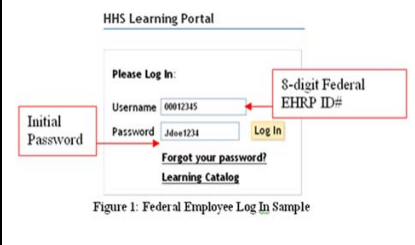
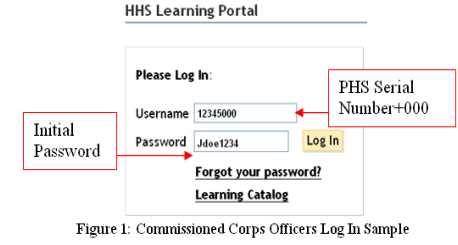
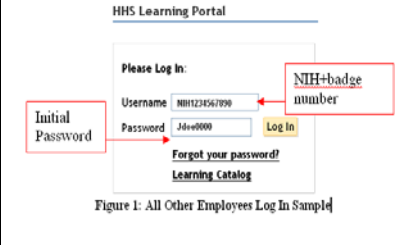
Log In

Quick Sheet

(LMS Log In Screen URL: <https://lms.learning.hhs.gov/>)

All NIH staff with a NED ID can access the HHS Learning Portal. To log in to the HHS Learning Portal you will need your “Username” and “Password”. This Department-wide system currently uses unique login credentials that are *different than your NIH username and password*. Use the chart below to find your unique login instructions.

Log In Instructions Chart

	Federal Employees	Commission Corps Officers	All Other Staff
Username	The Federal Employee username is your 8-digit EHRP/Capital HR ID#. Sample: 00012345	The Commissioned Corps Officer username is your PHS serial number <i>plus</i> 3 zeros. Sample: 12345000	The username for all other NIH staff is “NIH” <i>plus</i> your badge number without the hyphens. Sample: NIH1234567890
Username (look up)	To look up your 8-digit EHRP/Capital HR ID# go to https://learning.hhs.gov/employeeusername.asp . <ul style="list-style-type: none"> • Enter your legal first name • Enter your legal last name • Enter the last four digits of your Social Security Number 	To look up your PHS serial number go to https://learning.hhs.gov/employeeumber.asp . <ul style="list-style-type: none"> • Enter your legal first name • Enter your legal last name • Enter the last four digits of your Social Security Number 	To look up your LMS username go to https://learning.hhs.gov/employee number.asp . <ul style="list-style-type: none"> • Enter your first name • Enter your last name • Enter four zeros <i>instead of last four digits of your Social Security Number</i>
Password	Initial Password The Federal Employee password is the First letter of your legal First name in upper case <i>plus</i> your last name in lower case <i>plus</i> the last 4 digits of your Social Security Number. Sample: Mr. John Doe = Jdoe1234	Initial Password The Commissioned Corps Officer password is the First letter of your First name in upper case <i>plus</i> your last name in lower case <i>plus</i> the last 4 digits of your Social Security Number. Sample: Officer John Doe = Jdoe1234	Initial Password The password for all other staff is the First letter of your First name in upper case <i>plus</i> your last name in lower case <i>plus</i> 4 zeros. Sample: Ms. Jane Doe = Jdoe0000
Log In Sample	 <p style="text-align: center;">Figure 1: Federal Employee Log In Sample</p>	 <p style="text-align: center;">Figure 1: Commissioned Corps Officers Log In Sample</p>	 <p style="text-align: center;">Figure 1: All Other Employees Log In Sample</p>

Employee Log In Quick Sheet
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NOTE: Once you successfully log in for the first time you will be asked to create a new, secure password. Your username will remain the same.

New Password

The first time you log in, you will have to change the temporary password to one that is more secure. *Quick TIP: To make it easier to remember, make your new password the same as the one you use to login to NIH Systems.* You will see the following screen:

Change Password

(20845) You are required to change your password the first time you log in.

User Name

Old Password* (Required)

New Password* (Required)

Confirm New Password* (Required)

Secret Question

Secret Answer

Figure 1: Change Password Screen

Caution: The secret question is used if you ever forget your password. You do NOT have to set up a secret question in order to use the “Forgot Password” feature. If you choose to enter a secret question, you must remember the question you choose as well as the answer. As long as this information has been entered, you will need to match it exactly in order to use the “Forgot Password” feature later.

IMPORTANT! Please read the following criteria for creating new passwords.

1. Passwords should be a minimum of 8 characters.
2. Passwords should contain at least 1 upper-case character and 1 lower-case character.
3. Password should contain 1 numeric character or 1 special character.
Special characters include: # \$ % ^ & * , _ ? / ; : \ |
4. Passwords may not include any part of your login id or name.
5. You may not change your password more frequently than every 24 hours
6. You may not use your previous 6 passwords.

Sample: 4Everyone!

NOTE: Once the necessary information is entered, click Save. You will be taken to the HHS Learning Portal Home page.

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