Catalog Searching and How to Register

The Learning Management System (LMS) catalog contains all of the items that are available for you to request. You can use the catalog to locate items and assign items to your learning plan.

From your desktop, double click on your Internet Explorer icon and type the LMS website <u>https://lms.whs.mil</u> into the address bar. A pop-up window will appear for you to select your Digital Certificate, which is your CAC Card information, for you to login.



From your user welcome page, click on the Catalog tab at the top menu bar

HS Learning	Center		
Personal	Learning	Welcome Home Search Catalog	Go ? <u>Help</u> © <u>Loqout</u> Reports
Home · Approvals · Profile			Нер
ne WHS Learning Center is a web-based learning nd personal learning needs and requests. You ca	management system that tracks organizational n access the system to view and register for	Alerts You have no alerts at this time.	

Click on **Simple Catalog Search** from the submenu under the Catalog tab.

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Browse Catalog Calendar of Offering Simple	e Catalog Search I dvanced Catalog Searc	1		
Browse Catalog				Help
This page is used to browse the catalog by Subject Are	ea. You can click the Explicon next to any	ubject area title to view the Subject Areas n	ested beneath it.	
This page is used to browse the catalog by Subject Arr Subject Area Menu	ea. You can click the Experimentation next to any -	ubject area title to view the Subject Areas n	ested beneath it.	_
This page is used to browse the catalog by Subject Arr Subject Area Menu [Expand All] [Collapse All]	ea. You can click the Ex. Licon next to any	subject area title to view the Subject Areas n	ested beneath it.	_

To search for a specific course, you can enter one or more words into the **Keywords** field. For example, if you wanted to see what Action Officer courses are available, you could type the word 'Officer' into the **Keywords** text field.

Browse Catalog • Calender of Offerings • Simple Catalog Search • Advanced Catalog Search Help The Simple Catalog Search page allows you to search Learning Item, Curriculum title and description by keyword. You can also filter your search by Item Classification. Keyword Starch Enter Keywords to search Item, Curriculum title and Description fields. Keywords: before Curricula I Instructor-Led I Online Blended I Other (Select one or more) Search		Personal	Learning	Catalog	Reports	
Simple Catalog Search Help The Simple Catalog Search page allows you to search Learning Item, Curriculum title and description by keyword. You can also filter your search by Item Classification. Keyword Search Enter Keywords to search Item, Curriculum title and Description fields. Keywords: Officer © Curricula © Instructor-Led © online Blended © Other (Select one or more) Search	• Bro	owse Catalog • Calendar of Offerings • Simp	le Catalog Search • Advanced Catalog Searc	sh		
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The Simple Catalog Search page allows you to search Learning Item, Curriculum title and description by keyword. You can also filter your search by Item Classification. Keyword Search Enter Keywords to search Item, Curriculum title and Description fields. Keywords: [officer Curricula Curricula Online Blended Other (Select one or more) Search	Sir	mple Catalog Search				Help
Keyword Search Enter Keywords to search Item, Curriculum title and Description fields. Keywords: Officer Image: Curricula Image: C	The	Simple Catalog Search page allows you to sear	ch Learning Item, Curriculum title and descriptio	n by keyword. You can also filter your search by	Item Classification.	
Enter Keywords to search Item, Curriculum title and Description fields. Keywords: Officer Curricula I Instructor-Led I Online Celect one or more) Search	Key	yword Search				
Keywords: <u>jofficer</u> Exact Phrase Curricula IV Instructor-Led IV Online T Blended IV Other (Select one or more) Search	Ente	er Keywords to search Item, Curriculum title and	Description fields.			
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Once you have entered the keyword, click the **Search** button.

Personal	Learning	Catalog	Reports
Browse Catalog • Calendar of Offerings • Simp	le Catalog Search • Advanced Catalog Searc	h	
Simple Catalog Search			Help
The Simple Catalog Search page allows you to sear	ch Learning Item, Curriculum title and description	by keyword. You can also filter your search by	Item Classification.
Keyword Search			
Enter Keywords to search Item, Curriculum title and	Description fields.		
Keywords: Officer		🗆 Exact Phrase	
🗹 Curricula 🗹 Instructor-Led 🗹 Online 🔽 B	lended 🗵 Other (Select one or more)		
Search			

A list of available courses will appear with the word "Officer" in the course title. Select the Action Officer course you wish to register for and click the **Add to Learning Plan** button.

	Learning		Catalog		Reports
Browse Catalog • Calendar of Offerings • Simp	ple Catalog Search • Advanced Catalog Search	1			
Search Results Enter Keywords to search Item, Curriculum title an Keywords: Officer	d Description fields.		Exact P	hrase	Неір
🗹 Curricula 🗹 Instructor-Led 🗹 Online 🔽 B	Blended 🔽 Other (Select one or more)				
Search					
Search Catalog Search Results					
Search Catalog Search Results <u>Title</u> ~		Туре	Price (\$)	Status	Action
Search Catalog Search Results <u>Title ~</u> Comprehensive COTR Workshop		Type	Price (\$)	Status	Action Request Schedule
Search Catalog Search Results Title A Comprehensive COTR Workshop		Туре	<u>Price (\$)</u> ∼0.00	Status	Action Request Schedule Add to Learning Plan
Search Catalog Search Results <u>Title -</u> Comprehensive COTR Workshop COTR Refresher		Type A	<pre>Price (\$) ~0.00 ~0.00</pre>	Status 	Action Request Schedule Add to Learning Plan Request Schedule
Search Catalog Search Results <u>Title /</u> Comprehensive COTR Workshop COTR Refresher		Type А	Price (\$) ∼0.00 ∼0.00	Status 	Action Request Schedule Add to Learning Plan Request Schedule Add to Learning Plan
Search Catalog Search Results <u>Title -</u> Comprehensive COTR Workshop COTR Refresher > OSD Action Officer Course		Type A A A A	Price (\$) ~0.00 ~0.00 See Offerings	Status	Action Request Schedule Add to Learning Plan Add to Learning Plan Add to Learning Plan

Once you have clicked the **Add to Learning Plan** button, it will take you to your Learning Plan where you can see that it has been added.

Personal	Learning		Catalog		Reports	
• Learning Plan • Learning Calendar • Currer	t Registrations • Curriculum Status • Learning F	History				
Loorning Plan						Help
Learning Flan		ana da Tha Babia d				
inis page displays the complete list of the items s	pecifically assigned to you based on your learning i	needs. The list inclu	ides items that you a	re required to com	piete on a recurring basis a:	s well. Id Chooser 🖻
Group Plan by: None 💌					Fiel	u chooser 🗠
[Expand All] [Collapse All]						
Learning Plan			Items	all All	Required: All	~
Learning Plan		Туре	Items <u>Required By</u>	: All Status	Required: All	Remove
Learning Plan		<u>Туре</u> -Э	Items <u>Required By</u>	a All Status In progress	Required: All Action Go to Content	Remove
Learning Plan Title WHS Action Officer Course		<u>Туре</u> Ф	Items <u>Required By</u>	All Status In progress Must be registered	Required: All Action Go to Content Offering Details	Remove
Learning Plan Iitle WHS Action Officer Course		<u>Туре</u> Ф А	Items <u>Required By</u>	: All Status In progress Must be registered	Required: All Action Go to Content Offering Details	Remove
Learning Plan Title WHS Action Officer Course		<u>Түре</u> Ф А	Items <u>Required By</u>	: All Status In progress Must be registered	Required: All Action Go to Content Offering Details	Remove

To register for the course, click the **Offering Details** button to see the dates and times the course are offered, and to register for the session you wish to attend.

Learning Plan						Help
This page displays the complete list of the items sp	ecifically assigned to you based on your learning	g needs. The list incl	udes items that you a	are required to comp	lete on a recurring basis a	is well.
Group Plan by: None 💌					Fiel	ld Chooser 🖻
[Expand All] [Collapse All]						
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Learning Plan Title × V WHS Action Officer Course		<mark>Туре.</mark> Ф	Item <u>Required By</u>	s: All Status In progress Must be registered	Required: All Action Go to Content Offering Details	Remove

Once you have decided which session you wish to attend, click the **Register** button.

	Personal	Learr	ning	Catalog	Repo	rts
Learnin	ng Plan • Learning Calendar	Current Registrations Curriculu	um Status • Learning History			
Regis	tration					Help
Back (HS Actio OURSE) evision tem Des prrespor Entry Le ** If you	on Officer Course WHS_Action Officer Course 1: 1 - 12/7/2009 09:49 AM Amer scription: The WHS Action Offi dence within WHS. Pertinent to vel DA&M/WHS Employees Only u require accommodation or soc	ica/New York cer course is designed to assist Actio pics include, WHS organizational stru /- scial assistance please contact the co	on Officers become acquainted with ucture, Writing for WHS, and SACCI purse instructor ***	specific WHS procedures. T P.	he focus of this two day interactive	e course is on handling
Assi	ignment Information					
Required	d Date:	Completion Da	te:	Days Remaining:		
ssignm	ient Type:	Assignment Da	ate: 9/15/2010	Assigned By: Use	rų	
Curr	rent Registration					
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Curi Ava Day (s) 2	rent Registration illable Scheduled Offerings Start - 11/16/2010 08:00 AM America/New York	End 11/17/2010 04:00 PM America/New York	Location Arlington, Virginia - Crystal Gateway One - Arlington Virginia	Available Enrollment Seats 14	Price (\$).	Action View Details Register

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A warning screen will appear to inform you that your registration for the course is pending until the course registrar approves your request and enrolls you in the course. Click the **Yes** button to proceed with the registration process.

Personal	Learning	Catalog	Reports	
• Learning Plan • Learning Calendar • Current R	egistrations • Curriculum Status • Learning	History		
Warning Details:				
The scheduled offering (119) requires approval for	you to register. If you continue, you will be regis	stered with a pending status until the approvers ap	prove your registration request.	
Do you wish to proceed?				
			N	lo Yes

Once you have clicked the **Yes** button, your registration page will appear with information regarding the course, the session you selected, and the approvers for your request. If all the information is correct and you wish to continue the registration process, click the **Confirm** button.

Personal	Learning	Catalog	Reports
Learning Plan • Learning Calendar •	Current Registrations • Curriculum Status • Learnin	g History	
Registration			Help
The Scheduled Offering selected requires	approval for registration. If you continue, you will be pla	ced in a pending status until your request is appro	oved.
Additionally, all steps listed must have an Approval' under the Approvers area.	Approver listed before the request can be processed. Pl	ease select a user to serve as Approver in any ste	aps that are indicated with a 'Select User for
astly, enter any comments that you wish.	to be associated with your request and/or registration.		Previous Confirm
Offering			
Revision: 1 - 12/7/2009 09:49 AM Americ Start Date: 11/16/2010 08:00 AM America End Date: 11/17/2010 04:00 PM America Capacity: 4 of 18 enrolled, 0 waitlisted, 1 Price (\$): 0.00	za/New York a/New York New York pending		
Approval Steps			
Approval Step	Approvers		
Course Registrar Review of Request for I	Enrollment/Denial	Smith (Show All)	
Registration Comments			
User Name: Registration Status: PENDING (P	ending)		
Comments:		<u>^</u>	
			Previo Confirm

****NOTE: If your supervisor is not identified in the LMS, the LMS will allow you to select your current first line supervisor. *****

This completes your registration request for the course. Your registration status will be listed as **PENDING** on your learning plan until the course registrar has approved your request and enrolled you in the course.



You can check on the status of your request at any time once it has been submitted by clicking on **Current Registrations** from the submenu under the Learning tab.

Personal	Learning	Catalog	Reports	
Learning Plan Learning Calender Current Re	egistrations • Learning	History		
Registration				Help
Registration Comments Finished WHS Action Officer Course COURSE WHS_Action Officer Course Revision: 1-12/7/2009 09:49 AM America/New York Start Date: 11/16/2010 08:00 AM America/New York End Date: 11/17/2010 04:00 PM America/New York Capacity: 4 of 18 enrolled, 0 waitlisted, 2 pending Price (\$): 0.00	4 :			
Success				
User Name: Registration Status: PENDING (Pending)				
Comments:				

Once the course registrar has approved your request, you will receive an email from the Learning Center application stating that your request was approved. The course status on your Learning Plan will be updated to reflect an **Enrolled** status.

arning Plan • Learning Calendar • Current Registrations • Curriculum Status • Lea arning Plan	rning History • Record Le	arning • SF-182 R	equests		
arning Plan					
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page displays the complete list of the items specifically assigned to you based on your lea	arning needs. The list includ	des items that you a	re required to complete	on a recurring basis as wel	п.
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If at anytime you wish to withdraw from the course you may do so from the **Current Registrations** page, you are able to see the status of your registration and withdraw from the course if desired by clicking the **Withdraw** button.

Current Registrations					He	elp
This page displays the list of Scheduled (from a Scheduled Offering without the as	ifferings that you are registered for based on your learning needs. sistance of an Administrator, you can select Withdraw from the d	. To view the details of a S rop down box and click G	Scheduled Offering, click the Title 0.	link. If you are	able to Withdrav	W
Current Registrations	· · · · · · · · · · · · · · · · · · ·					
Title	Description	Start Date/Time	Facility & Location	Status	Action	
	This course is designed to assist	11/16/2010 08:00 AM	Arlington, Virginia - Crystal	Pending 🦰	Withdraw	

If you have questions or need further assistance, please contact the LMS help desk at LMS@whs.mil.