1. Go to the **HR Requests Page** by clicking on the following link: 

2. Click the **Get Access to An HR System** button.

![Figure 1 – Get Access to An HR Button](image-url)
3. Complete the fields that appear on the Request Information tab of the web form that opens. **NOTE:** Use the NED Lookup links where available to get information you need.

**Figure 2 – Top Portion of the Request Information Tab**

4. Select the LMS checkbox as the system required.

**Figure 3 – Select the Systems Required Section of the Request Information Tab**
5. Click the **OK** button on the “nihohrweb.nih.gov says” popup box that appears.

![Figure 4 – “nihohrweb.nih.gov says” popup box](image)

6. After you have completed all of the fields as appropriate on the Request Information tab, scroll to the top of the web form and click the **LMS** tab. **NOTE:** The LMS tab will not display until you have completed the step to select the system required.

![Figure 5 – Top Portion of the LMS Tab](image)

7. On the LMS tab, select the **role(s)** you will need based on the LMS Administrator training you completed. (For example, if you attended Local Learning Registrar (LLR) training and need to request LLR privileges, select the “Local Learning Administrator” role.)

![Figure 6 – LMS Roles Required Section of the LMS Tab](image)

8. Click the **Submit Request** button that appears at the bottom of the page to submit your ticket request.

![Figure 7 – Submit Request Button](image)
9. After you submit the ticket, a **popup notice** confirming that the form was submitted will display and it will include your 4-digit **ticket number**. **NOTE:** Be sure to note this ticket number and please refer to it if you need to contact HRSS with questions regarding your ticket submission.

**NOTE:** All administrative system requests MUST be approved by the requestor’s IC supervisor before access is granted. This may add additional time to access request being fulfilled.

![HR Systems Access Request Submitted](image)

Figure 8 – Ticket Submission Confirmation Popup