

HOW TO GET YOUR LMS PERMISSIONS

1. Go to the **HR Requests Page** by clicking on the following link:
https://nihohrweb.nih.gov:1010/WiTS_IntraHR/WiTSHome.aspx
2. Click the **Get Access to An HR System** button.

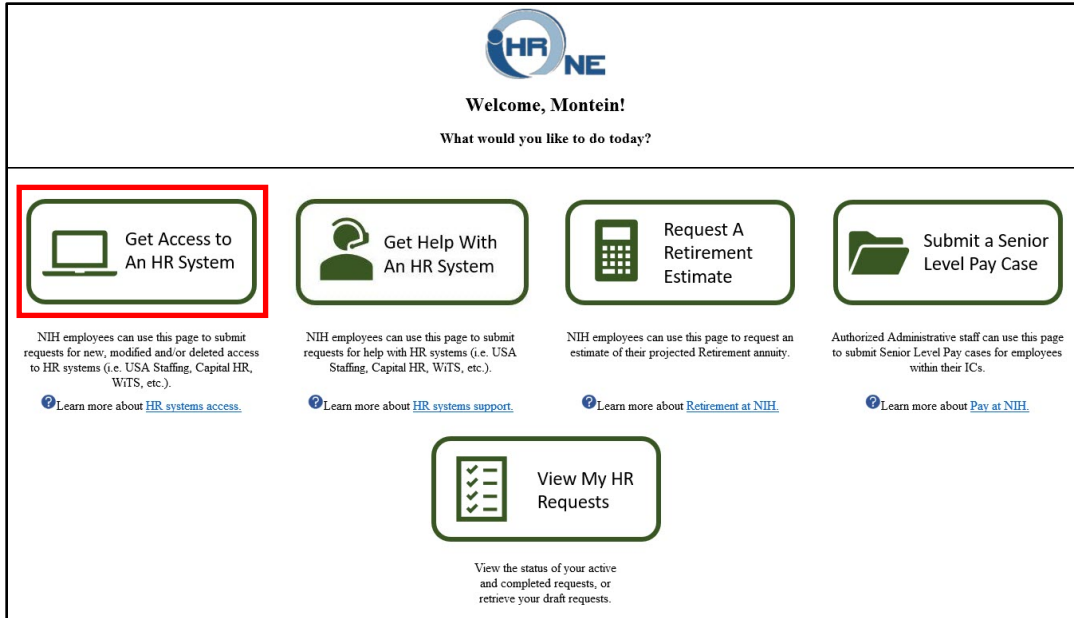


Figure 1 – Get Access to An HR Button

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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.

The screenshot shows the top portion of the 'HR Systems Access Request for use by Non-HR Staff' form. A red box highlights the 'Request' tab. The form includes a note: 'Note: OHR users should not use this form - have your WISC Member submit an HRSA Request through WITS'. Below this, there are two columns of input fields. The left column contains fields for HR/Non-HR Employee, Ticket #, Status (set to 'Pending'), Requestor's Name*, Requestor's Phone #, Request Type*, Employee Type, Supervisor's First Name*, Supervisor's Email Address*, IC Approver's First Name*, IC Approver's Email Address*, and Access Not To Exceed Date. The right column contains fields for Activity Name, Date Initiated (04/20/2018 11:23 AM), Priority Code* (Moderate), Requestor's Email, Requestor's Organization* (IC User), Date Access/Modification/Deletion to Take Effect, Requestor's IC*, Supervisor's Last Name*, Supervisor's Telephone Number, IC Approver's Last Name*, and IC Approver's Telephone Number. A 'Required Fields' legend is located in the top right corner.

Figure 2 – Top Portion of the Request Information Tab

4. Select the **LMS** checkbox as the system required.

The screenshot shows the bottom portion of the 'HR Systems Access Request for use by Non-HR Staff' form. A red box highlights the 'Request' tab. The form includes the same note as Figure 2. Below the input fields, there is a section titled 'Select the systems required: * (If user is changing organizations, check all systems that s/he will require. If user is not changing organizations, check only the new system that is required.)'. This section contains four checkboxes: Capital HR (EHRP), LMS (highlighted with a red box), SMART HR, and WITS. The 'LMS' checkbox is checked.

Figure 3 – Select the Systems Required Section of the Request Information Tab



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- Click the **OK** button on the “nihohrweb.nih.gov says” popup box that appears.

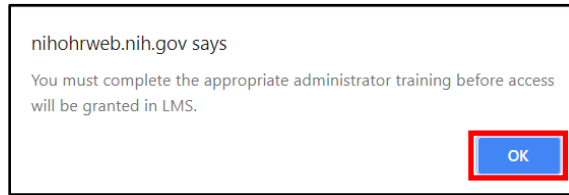


Figure 4 – “nihohrweb.nih.gov says” popup box

- 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.

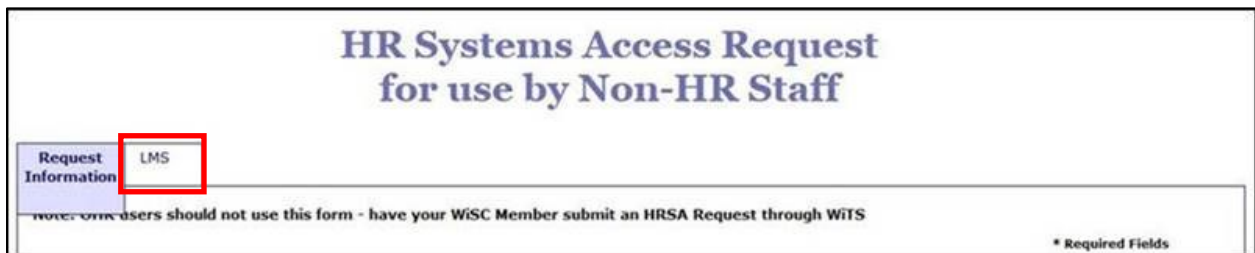


Figure 5 – Top Portion of the LMS Tab

- 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.)

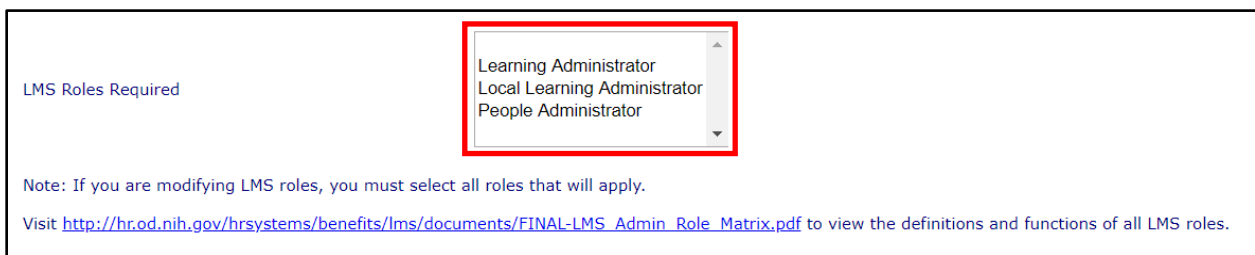


Figure 6 – LMS Roles Required Section of the LMS Tab

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

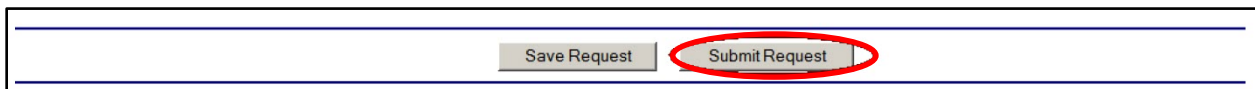


Figure 7 – Submit Request Button



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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.

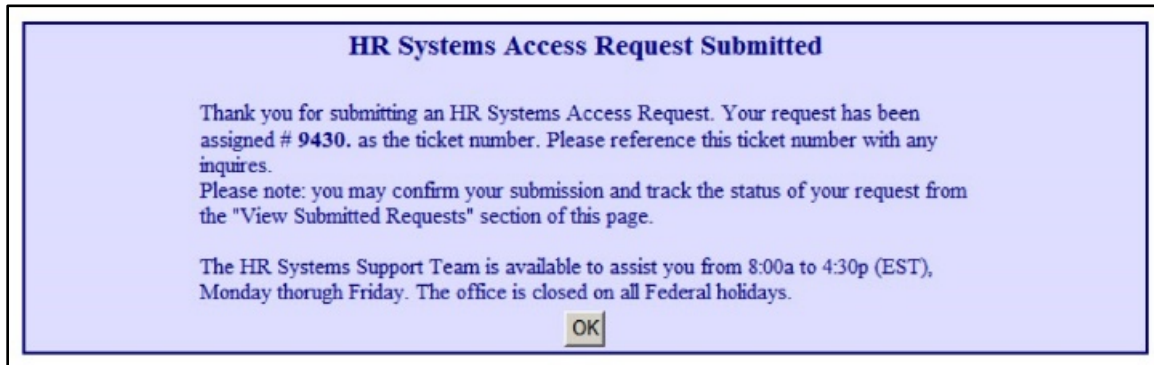


Figure 8 – Ticket Submission Confirmation Popup