

# My LMS Administrator Report

Run the My LMS Administrator Report to find your LMS Local Learning Registrar to have courses completed outside of the HHS Learning Portal (Learning Management System (LMS)) added to your transcript. Follow these easy steps to run the report:

1. **Log into the HHS Learning Portal (LMS)** through the HHS Access Management System ([AMS](#)).
2. **Select Reports** in the left-hand menu.



3. Type **My LMS Administrator** in the Name field and **click Search**. Click the **Actions** link next to the My LMS Administrator report and **choose Email**.

A screenshot of the My LMS Administrator report search results. The search field contains 'My LMS Administrator' and is circled in red. Below the search field, there are links for 'Configure', 'Save Search Query', and 'Reset Saved Query'. A table of reports is displayed with columns for Name, Report Template, Description, and Engine Type. The first row shows 'My LMS Administrators' with a description: 'This report will provide individual learners a list of their LMS Administrators associated with their organization. This report is only available to Learners and Managers.' The 'Actions' link for this report is circled in red. A tooltip for the 'Actions' link shows options: 'Email', 'Execute', and 'Subscribe'.

4. Complete the report fields:
  - To Email Address(es): **Enter your email address.**
  - Subject: **Leave as is or change**, if desired.
  - Mail Text: **Insert text** you would like to see in the body of the email message.
  - Report Format: Leave as default Adobe Acrobat (**PDF**).
5. Click the **Send** button. The report will be emailed to you.

For additional assistance, visit the [LMS Support website](#) or submit a ticket to the [HR Systems Support Help Desk](#).