



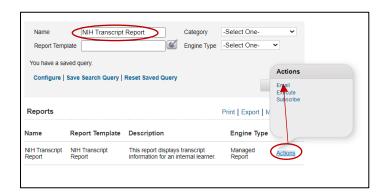
## **NIH Transcript Report**

Run the NIH Transcript Report for a copy of your HHS Learning Portal (Learning Management System (LMS)) transcript. Follow these easy steps to run the report:

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



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



- 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).
  - Completion Date After: Select Fixed Date and insert the start date for the timeframe you are running the report on.
  - Completion Date Before: Select **Date on which report** is run OR select **Fixed Date** and **insert the end date** for the timeframe you are running the report on.

5. Click the **Send** button. The report will be emailed to you.

For additional assistance, visit the <u>LMS Support website</u> or submit a ticket to the <u>HR Systems</u> Support Help Desk.