

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:

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

A screenshot of a report search interface. At the top, there are search fields for 'Name' (containing 'NIH Transcript Report'), 'Category' (set to '-Select One-'), 'Report Template', and 'Engine Type' (set to '-Select One-'). Below these fields are links for 'Configure', 'Save Search Query', and 'Reset Saved Query'. A table titled 'Reports' is displayed with columns for 'Name', 'Report Template', 'Description', and 'Engine Type'. The first row in the table is 'NIH Transcript Report'. To the right of the table, an 'Actions' dropdown menu is open, showing options for 'Email', 'Execute', and 'Subscribe'. The 'Actions' link in the table is circled in red.

Name	Report Template	Description	Engine Type
NIH Transcript Report	NIH Transcript Report	This report displays transcript information for an internal learner.	Managed Report

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 [LMS Support website](#) or submit a ticket to the [HR Systems Support Help Desk](#).