



# NIH CLP Transcript Report

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Run the NIH CLP Transcript Report for yourself, your staff, or as an LMS administrator.

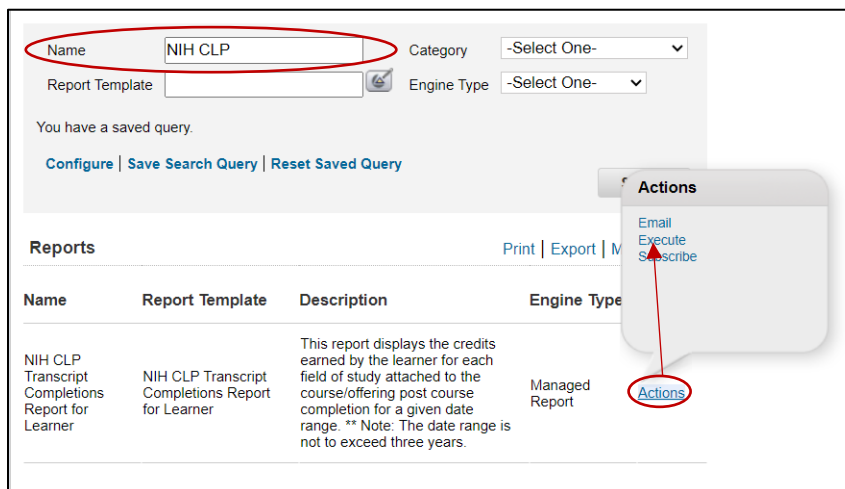
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## Generate the NIH CLP Transcript Report for Myself

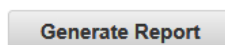
1. **Log into the HHS Learning Portal (LMS)** through the HHS Access Management System ([AMS](#)).
2. **Select Reports** in the left-hand menu.



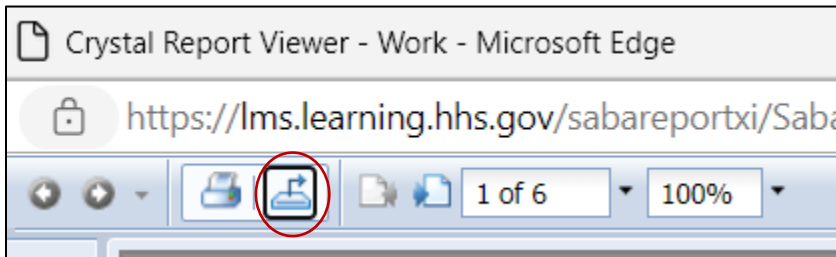
3. Type **NIH CLP** in the Name field and **click Search**. Click the **Actions** link next to the **NIH CLP Transcript Completions Report for Learner** report and **choose Execute**.



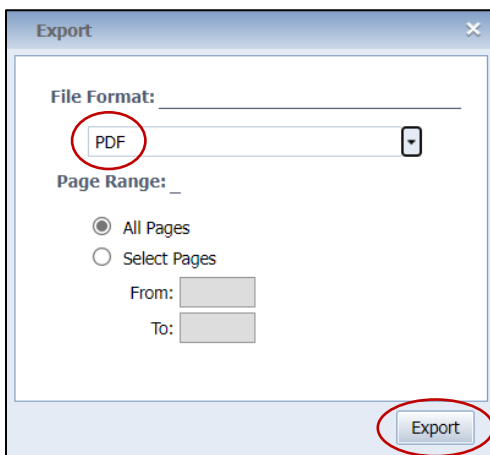
4. **Complete the report fields:**
  - **CLPs From Date:** Identify the start date of the timeframe you are running the report on
  - **CLPs To Date:** Identify the end date of the timeframe you are running the report on (must not exceed 3 years from the CLPs From Date field)
5. Click the **Generate Report** button.



6. A new window will open with the report. Note that this report will display a summary of each type of NIH CLP (e.g., NIH Acquisitions AND NIH Supervisory) that you have achieved. **Click on the export icon** in the upper left-hand corner.



7. **Select PDF** as the File Format and **click Export**.



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

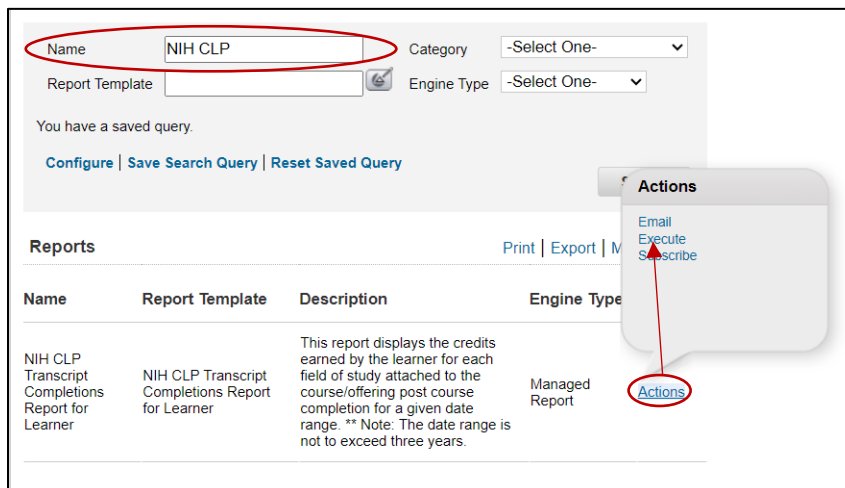
## Generate the NIH CLP Transcript Report for My Staff

Only Managers and Supervisors with direct reports can run this 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 CLP** in the Name field and **click Search**. Click the **Actions** link next to the **NIH CLP Transcript Completions Report for Learner** report and **choose Execute**.




4. Complete the report fields:

Report Parameters - NIH CLP Transcript Completions Report


Field of Study Name\*  

CLPs From Date\*  

CLPs To Date (Date range not to exceed 3 years)\*  

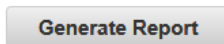
Supervisory Status

Enter Org ID or Person Name:  
Organization ID (2 characters required. Use % to include sub-orgs)

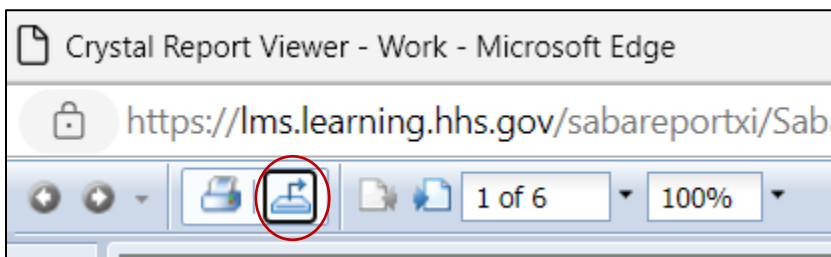
Person Name  

- **Field of Study Name:** Such as “NIH Supervisory CLPs” or “NIH Acquisition CLPs”
- **CLPs From Date:** Identify the start date of the timeframe you are running the report on
- **CLPs To Date:** Identify the end date of the timeframe you are running the report on (must not exceed 3 years from the CLPs From Date field)
- **Supervisory Status:** Optional
- **Org Code:** This is your IC’s SAC code. You can be specific or broad. Add a percent sign to view all staff in the selected HN SAC code.
- **Person Name:** Optional

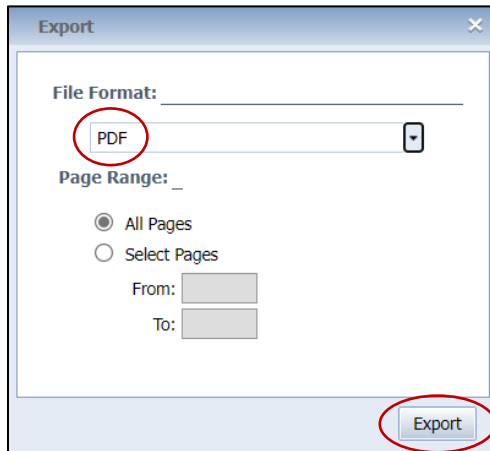
5. Click the **Generate Report** button.



6. A new window will open with the report. **Click on the export icon** in the upper left-hand corner.



7. **Select PDF** as the File Format and **click Export**.



### Subscribe to the NIH CLP Transcript Report

If you would like to receive a copy of the report on a recurring basis via email, complete these steps:

1. In the LMS, **select Reports** in the left-hand menu.



2. Type **NIH CLP** in the Name field and **click Search**. Click the **Actions link** next to the **NIH CLP Transcript Completions Report for Learner** report and **choose Subscribe**.

The screenshot shows a search interface with the following elements:

- Name field:** Contains "NIH CLP" (circled in red).
- Category:** "-Select One-"
- Report Template:** (Empty)
- Engine Type:** "-Select One-"
- Actions menu:** Opened, showing "Email", "Execute", and "Subscribe" (with "Actions" link circled in red).
- Table:**

Name	Report Template	Description	Engine Type
NIH CLP Transcript Completions Report for Learner	NIH CLP Transcript Completions Report for Learner	This report displays the credits earned by the learner for each field of study attached to the course/offering post course completion for a given date range. ** Note: The date range is not to exceed three years.	Managed Report

3. Click on the **New Report Subscription link**.

The screenshot shows a breadcrumb trail: "Run Reports > Report Subscri...". Below it, the text "Report Subscription" is displayed, and a link labeled "New Report Subscription" is circled in red.

4. **Complete the report fields.**

- **Report Subscription Name:** For example, "Supervisory CLP Report for My Team"
- **Description:** Same as above, "Supervisory CLP Report for My Team"
- **Field of Study Name:** NIH Supervisory CLP or NIH Acquisition CLP
- **CLP From Date:** Select "Fixed Date" and enter the start date of the timeframe you want the report run on.
- **CLP To Date:** Select "Fixed Date" and enter the end date of the timeframe you want the report run on (e.g., 4/30/2024, 12/31/2024).
- **Supervisory Status:** Optional
- **Org Code:** This is your IC's SAC code. You can be specific or broad. Add a percent sign to view all staff in the selected HN SAC code.
- **Person Name:** Optional
- **To Email Address:** Enter your email address
- **Subject:** For example, "Supervisory CLP Report for My Team"
- **Mail Text:** Same as above, "Supervisory CLP Report for My Team"
- **Report Format:** Select with Acrobat Format (PDF)
- **Occurs:** Select Daily, Weekly, or Monthly (for example, if you select Monthly you can decide if you want to receive it every month, every 2 months, etc.)
- **Frequency:** Select "Once"
- **Start Time:** Select a time between 12:00 a.m.–7:00 a.m.
- **Start Date:** Select the date you want to start receiving the report

8. Select **Preview Report** to review, then click **Save**.



The report will be emailed to you based the frequency and start date selected.

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



## Generate the NIH CLP Transcript Report as an LMS Administrator

Only LMS Administrators can run this report.

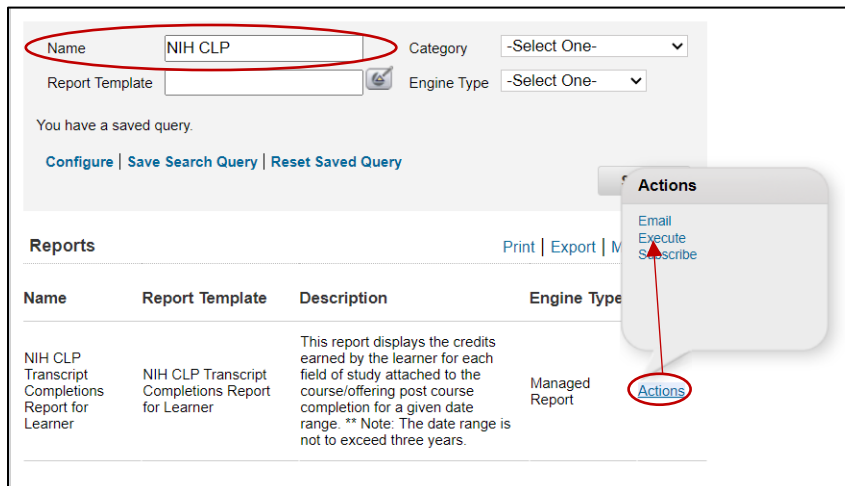
1. **Log into the HHS Learning Portal (LMS)** through the HHS Access Management System ([AMS](#)).
2. **Click on the Admin icon** at the top of the screen.



3. **Select Reports** in the left-hand menu.



4. Type **NIH CLP** in the Name field and **click Search**. Click the **Actions** link next to the **NIH CLP Transcript Completions Report for Learner** report and **choose Execute**.



The screenshot shows a search interface with the following elements:

- Name field:** Contains "NIH CLP" (circled in red).
- Category:** "-Select One-" dropdown.
- Report Template:** Empty field with a search icon.
- Engine Type:** "-Select One-" dropdown.
- Message:** "You have a saved query." with links for "Configure", "Save Search Query", and "Reset Saved Query".
- Reports Table:**

Name	Report Template	Description	Engine Type
NIH CLP Transcript Completions Report for Learner	NIH CLP Transcript Completions Report for Learner	This report displays the credits earned by the learner for each field of study attached to the course/offering post course completion for a given date range. ** Note: The date range is not to exceed three years.	Managed Report
- Actions:** A dropdown menu is open over the "Actions" link in the table, showing options: "Email", "Execute", and "Subscribe". The "Execute" option is highlighted with a red arrow. The "Actions" link in the table is also circled in red.

5. Complete the report fields:

Report Parameters - NIH CLP Transcript Completions Report

Field of Study Name\* NIH Acquisition CLPs

CLPs From Date\* 05/01/2022

CLPs To Date (Date range not to exceed 3 years)\* 04/30/2024

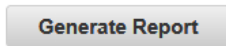
Supervisory Status -Select One-

Enter one of the following:  
Organization ID (2 characters required. Use % to include sub-orgs)  
HNA%

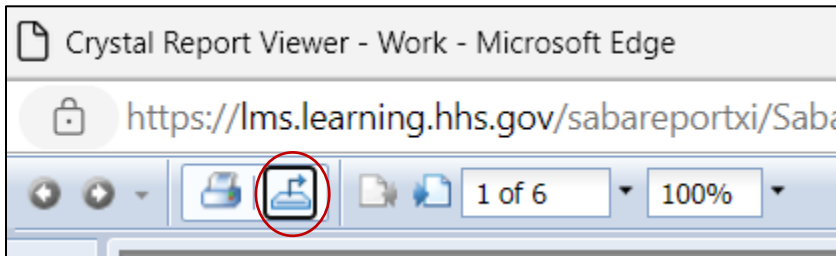
Person Name

- **Field of Study Name:** Such as “NIH Supervisory CLPs” or “NIH Acquisition CLPs”
- **CLPs From Date:** Identify the start date of the timeframe you are running the report on
- **CLPs To Date:** Identify the end date of the timeframe you are running the report on (must not exceed 3 years from the CLPs From Date field)
- **Supervisory Status:** Optional
- **Org Code:** This is your IC’s SAC code. You can be specific or broad. Add a percent sign to view all staff in the selected HN SAC code. For example, OD would enter HNA%.
- **Person Name:** Optional

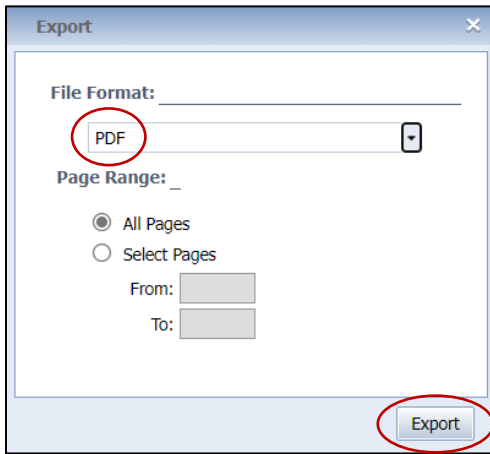
6. Click the **Generate Report** button.



7. A new window will open with the report. **Click on the export icon** in the upper left-hand corner.



8. **Select PDF** as the File Format and **click Export**.



The image shows a software dialog box titled "Export". It contains the following elements:

- File Format:** A dropdown menu with "PDF" selected. This dropdown is circled in red.
- Page Range:** A label followed by an underscore. Below it are two radio buttons: "All Pages" (which is selected) and "Select Pages".
- From:** A text input field.
- To:** A text input field.
- Export:** A button located at the bottom right of the dialog box, circled in red.

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