

HOW TO GET YOUR LMS PERMISSIONS

1. Go to the **LMS Support Page**:

<https://intrahr.od.nih.gov/hrsystems/benefits/lms/lmssupport.htm>.

2. Scroll to the bottom of the LMS Support Page and click the **HR Requests Page** link.

Additional help

For updates on what's new in the LMS, please join the "What's Fresh in the LMS" Yammer workgroup at <https://www.yammer.com>.

Please see [LMS Related Support Options](#) for who to contact for different types of LMS related inquiries.

For LMS technical questions and technical support, please go to the [HR Requests Page](#), and select 'Get Help With An HR System' to contact the HR Systems Support Team.

Please contact the [NIH Training Center](#) (NIHTC) to access the course catalog and training policies. For training related questions (policies, course availability, schedules, etc.) contact the NIHTC by email training1@od.nih.gov or phone 301-496-6211.

Figure 1 – Bottom of the LMS Support Page

3. Click the **Get Access to An HR System** button.



Welcome, Montein!
What would you like to do today?



NIH employees can use this page to submit requests for new, modified and/or deleted access to HR systems (e.g. USA Staffing, Capital HR, WITS, etc.).
[Learn more about HR systems access.](#)



NIH employees can use this page to submit requests for help with HR systems (e.g. USA Staffing, Capital HR, WITS, etc.).
[Learn more about HR systems support.](#)



NIH employees can use this page to request an estimate of their projected Retirement annuity.
[Learn more about Retirement at NIH.](#)



Authorized Administrative staff can use this page to submit Senior Level Pay cases for employees within their ICs.
[Learn more about Pay at NIH.](#)



View the status of your active and completed requests, or retrieve your draft requests.

Figure 2 – Get Access to An HR Button



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4. 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. The 'Request' tab is highlighted with a red box. The form contains various input fields for user information, activity details, and approval. A red box highlights the 'Request' tab label. A note at the top states: 'Note: OHR users should not use this form - have your WISC Member submit an HRSA Request through WITS'. The form includes fields for HR/Non-HR Employee, Ticket #, Status, 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, Access Not To Exceed Date, Activity Name, Date Initiated, Priority Code, Requestor's Email, Requestor's Organization, 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' section is also present.

Figure 3 – Top Portion of the Request Information Tab

5. 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. The 'Request' tab is highlighted with a purple box. The form includes a section for selecting systems required, with checkboxes for 'Capital HR (EHRP)', 'LMS', 'SMART HR', and 'WITS'. The 'LMS' checkbox is highlighted with a red box. A note at the top states: 'Note: OHR users should not use this form - have your WISC Member submit an HRSA Request through WITS'. The form includes fields for HR/Non-HR Employee, Ticket #, Status, 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, Access Not To Exceed Date, Activity Name, Date Initiated, Priority Code, Requestor's Email, Requestor's Organization, 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' section is also present.

Figure 4 – 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 5 – “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 step 5 to select the system required.

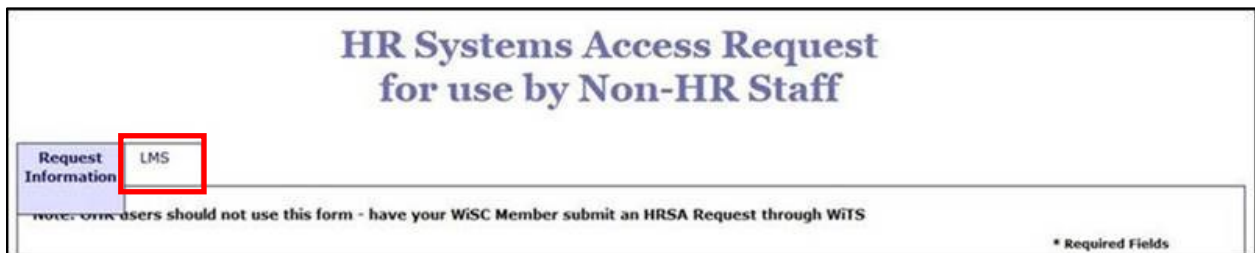


Figure 6 – Top Portion of the LMS Tab

- 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.)

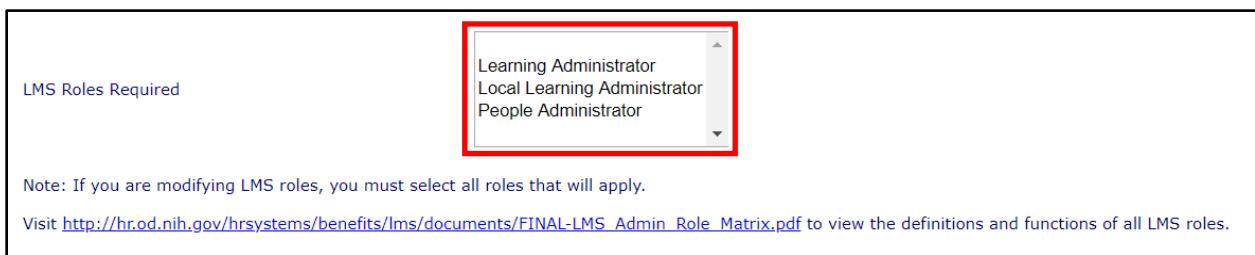


Figure 7 – LMS Roles Required Section of the LMS Tab

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

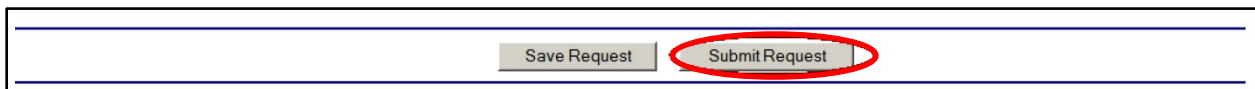


Figure 8 – Submit Request Button



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10. 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.

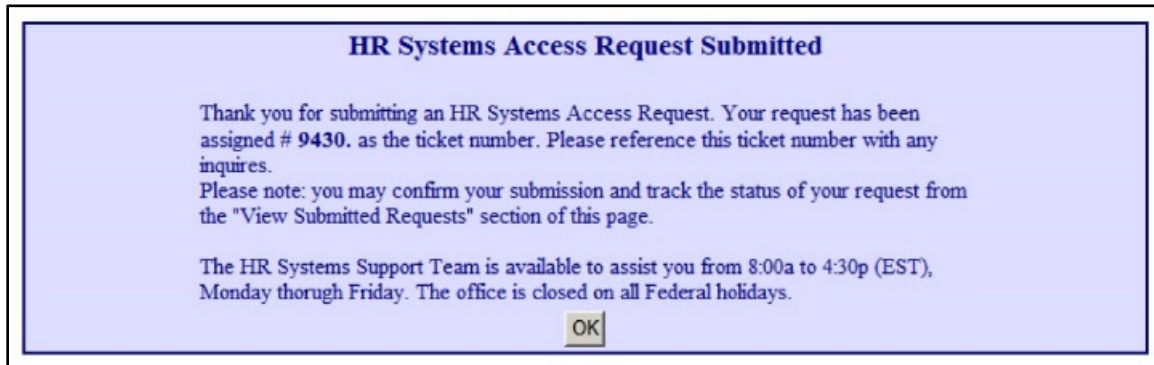


Figure 9 – Ticket Submission Confirmation Popup