LEARNING MANAGEMENT SYSTEM (LMS)
VERIFYING YOUR USER PROFILE

All NIH staff should verify their User Profile information in the LMS. This information may be used for communication, mandatory training, and competency-related initiatives. It is important to correct any inaccuracies.

1. Log into the LMS.

   NOTE: For instructions about logging on, refer to the Log-On Instructions (TS02-L) QRG.

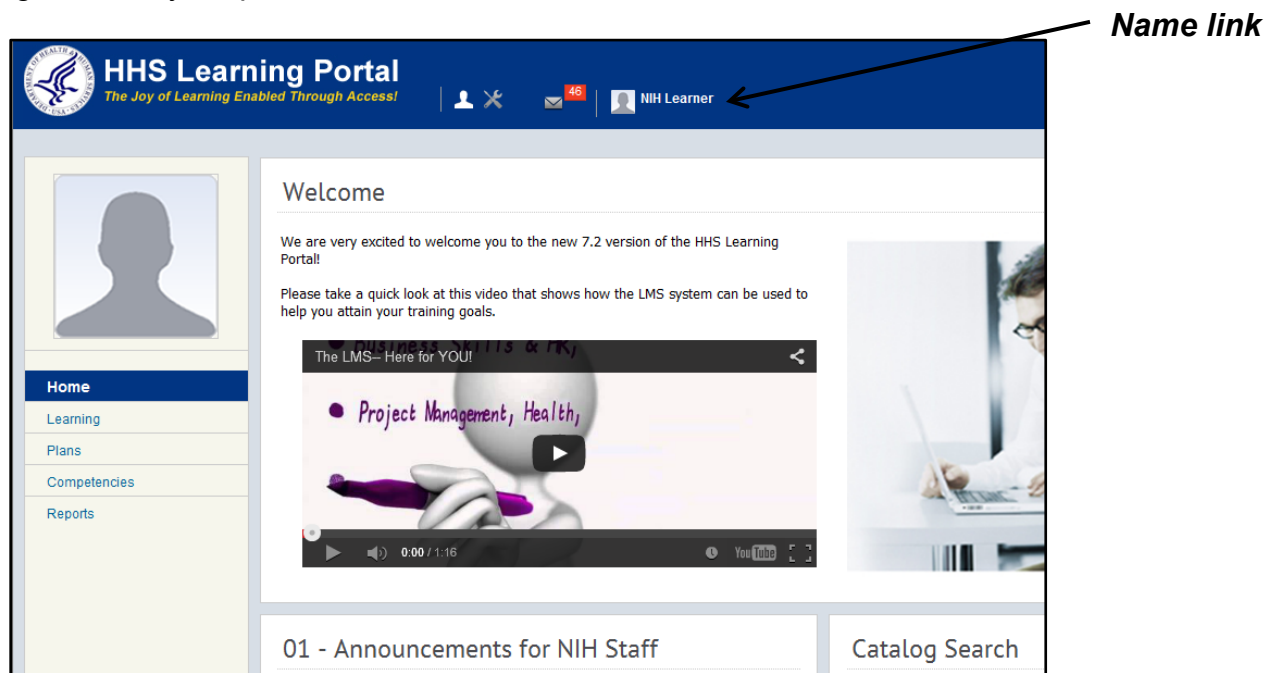2. From the LMS Home Page, click the link for your name at the top of the Home Page to view your profile information.

Figure 1 – Name link

3. From the My Profile screen, you can verify the Organization and Manager.

Organization (SAC Code)

Manager name

Official Contact Information

My Profile: NIH Learner

Expand All | Collapse All | Resume View | Printer View | Export to PDF

Snapshot

NIH Learner, JR   Edit Profile Snapshot ✏

Profile Picture ✏

Organizational Chart

Personal Objective ✏

Profile Completeness:

80 % complete

Profile Status:

Out of Date

nihsupervisor last updated this profile on Jul 22, 2010.

Mark Profile as Current

Professional Profile Information

Username: NIHLEARNER   Alias: NIHLEARNER

Organization: HNAM6   Job Type:

Business Card Title: JOB TITLE

Manager: NIH Manager   Alternate Managers: NIH AlternateManager

Status: Full Time

Person Type: Other   Person ID: 00165395

Additional Organizations

No items found

Official Contact Information

Office Phone: 301-496-6211

Email Address:

Timezone: (GMT-05:00) Eastern Time (US & Canada)

Figure 2 – My Profile details page

4. Verify your Email address in the Official Contact Information section.

To correct inaccuracies, please take the corrective actions as defined below:

Information to verify	Source of information and corrective action steps to complete
Organization (SAC Code)	Your SAC code comes from the NIH Enterprise Directory (NED) or Capital HR systems. If it is incorrect, verify it is the same in NED. If there are issues, contact your Administrative Officer (AO) as defined in NED.
Manager	Your manager information comes from NED. If it is incorrect, contact your AO to have it updated in NED.
Email	Your email address comes from the NIH Enterprise Directory (NED). If it is incorrect, please update it in NED.

If you experience trouble with this process, please refer to the LMS Support Page for help or assistance.