



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.

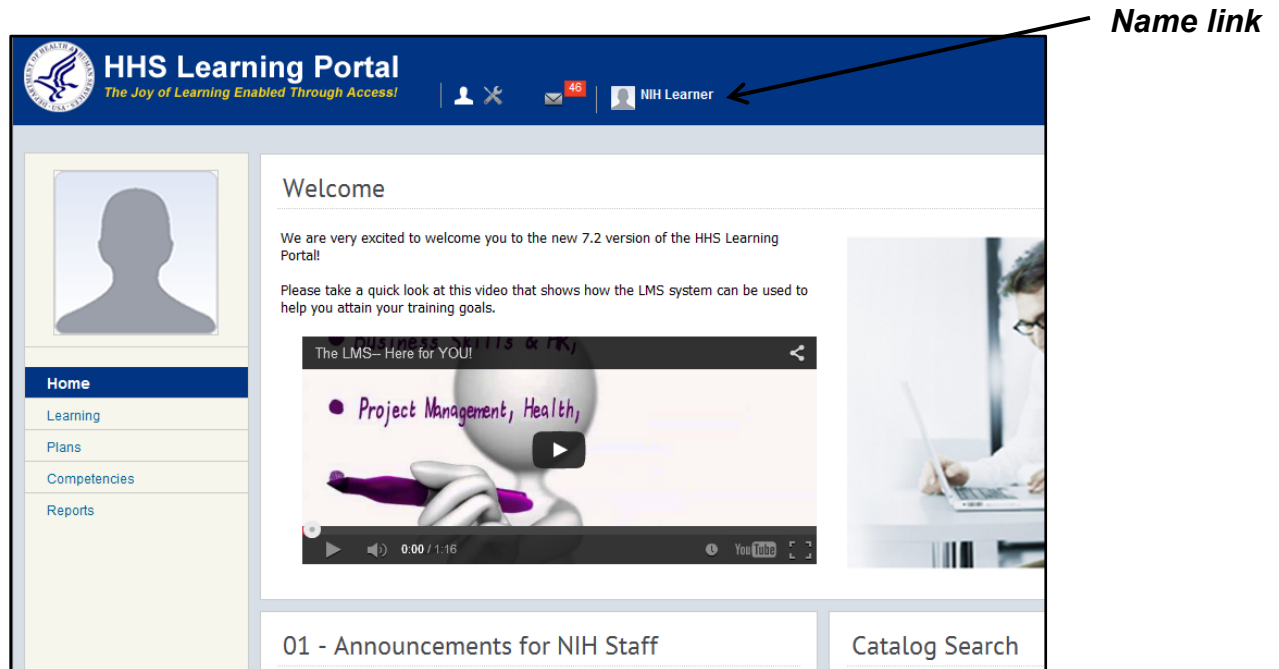


Figure 1 – Name link

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

**Organization
(SAC Code)**

**Manager
name**

My Profile: NIH Learner

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

Snapshot

NIH Learner, JR Edit Profile Snapshot

Professional Profile Information

Username: NIHLEARNER Alias: NIHLEARNER

Organization: HNAME 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)

**Official
Contact
Information**

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.