



LEARNING MANAGEMENT SYSTEM (LMS) LMS LOG ON INSTRUCTIONS

This QRG will show you how to access the LMS via the Access Management System (AMS) portal.

1. Access the AMS login portal via <http://ams.hhs.gov>.

**PIV
(HSPD-12)
card
access**

**Network
Credentials
access**

Figure 1 – AMS login portal screen

2. NIH Staff can log into the AMS with either of the following options:
 - Network Credentials (if you do not have a PIV card)
 - a. Under the Network Credentials section in the center, select NIH from the **Select OpDiv** pull-down menu.
 - b. Select the **NIH Login** button.
 - c. Enter your NIH User Name and Password in the corresponding fields and then select the **Log in** button.
 - d. When you return to the AMS portal homepage, select the **HHS Learning Portal (LMS)** link under the Open Access, Internet section.
 - PIV card (HSPD-12 Access Cards)
 - a. In the HSPD-12 Access Cards section on the left, select the **Login** button.
 - b. Review the Government Warning pop-up and select the **Agree** button.
 - c. In the Windows Security pop-up, select the appropriate Security Certificate and then select the **OK** button.
 - d. In the ActivClient Login pop-up, enter your PIN and select the **OK** button.
 - e. When you return to the AMS portal homepage, select the **HHS Learning Portal (LMS)** link under the Open Access, Internet section.
3. When you are finished using the LMS, select the **Log Out** link within the LMS. Select the **Logout** button from AMS. This will completely log you out of the LMS and AMS.

NOTE: Closing the LMS and AMS Web pages without clicking Logout does not end your session in either system.

4. If you receive an error and cannot log into the LMS, please contact one of the People Administrators for your IC from the current list of [IC LMS Administrators](#) to reactivate your account. Once your Learner account is reactivated, you should be able to log into the LMS via the AMS portal immediately.

If you experience trouble with this process, please submit a helpdesk ticket at: <http://intrahr.od.nih.gov/helpdeskform.htm>