



LEARNING MANAGEMENT SYSTEM (LMS) BROWSE BY CATEGORY AND REGISTER

This QRG will guide learners through the task of locating a course by browsing the course catalog, categories and registering for a course.

1. Log into the LMS.

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

2. Locate the Catalog Search portlet on your dashboard and click on the **Browse: Category** link.

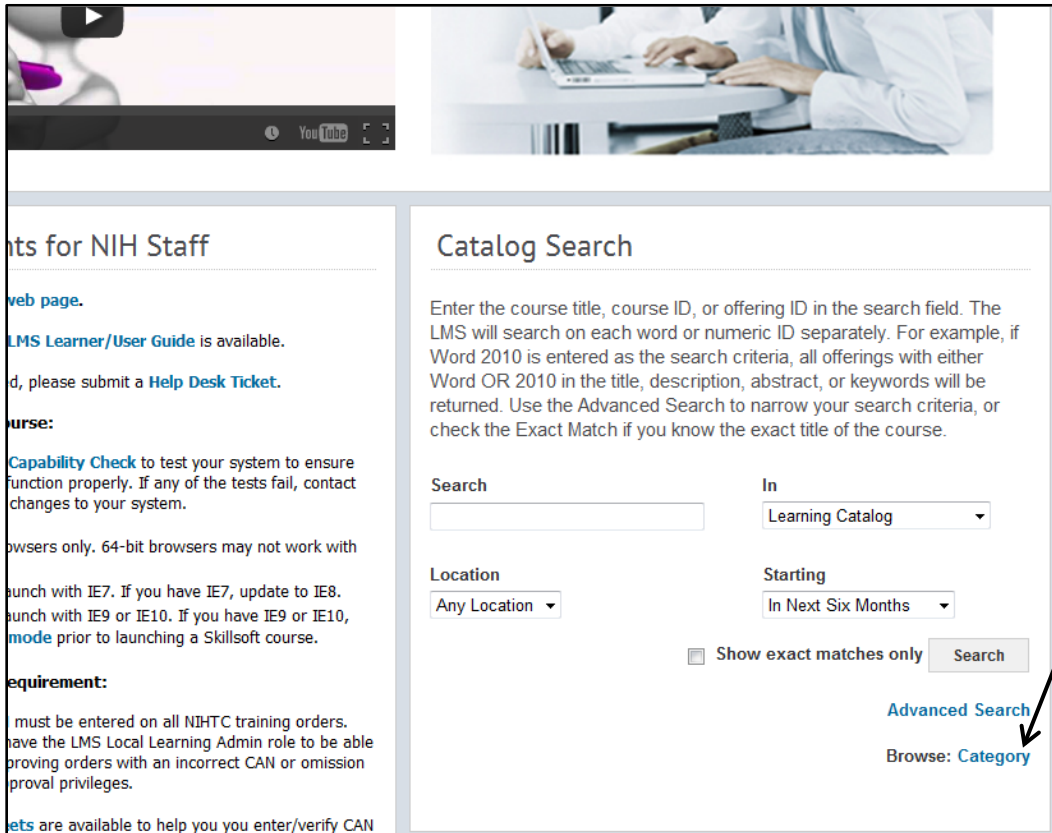


Figure 1 – Browse: Category link

- The Catalog lists courses grouped into sections based on category and topic, including NIH-specific and HHS Mandatory content. Click the link for the topic to access more information about that specific initiative.



Figure 2 – Browse the Catalog view

- View the resulting offerings under the category you chose and click the **Actions** link and then the **Register** link in the Actions context menu next to the class you want to take.

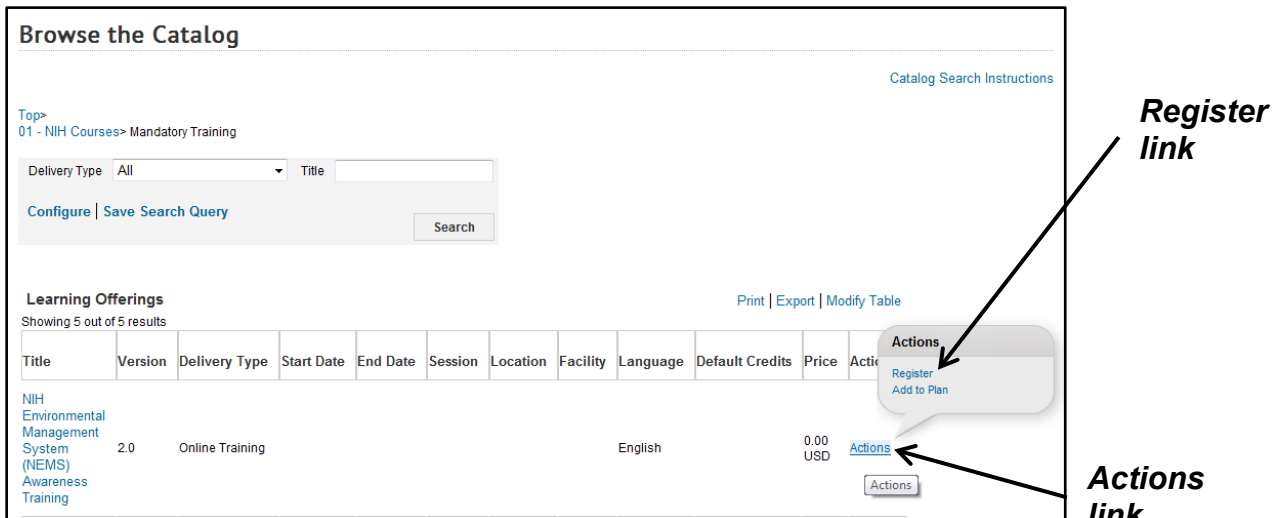


Figure 3 – Actions and Register links



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NOTE: You can click the **Modify Table** link to select additional information columns to display in the list of results. Additional columns may allow you to determine seats still available in a class, etc.

[Print](#) | [Export](#) | [Modify Table](#)

Date	End Date	Session	Location	Facility	Language	Default Credits	Price	Actions
					English		0.00 USD	Actions

**Modify
Table
link**

Figure 4 – Modify Table link

- Click the **Show** checkbox for any Column Names that you want to appear on the Learning Offerings page. Click the **Sort Order** pull-down menu to change the sorting order (Ascending vs. Descending).

Table Display * = required

Table Columns

Show	Order	Column Name	Default Sort Column	Sort Order
<input checked="" type="checkbox"/>	1	Title	<input checked="" type="radio"/> Title	Ascending ▾
<input checked="" type="checkbox"/>	2	Version	<input type="radio"/> Version	Ascending ▾
<input checked="" type="checkbox"/>	3	Delivery Type	<input type="radio"/> Delivery Type	Ascending ▾
<input checked="" type="checkbox"/>	4	Start Date	<input type="radio"/> Start Date	Ascending ▾
<input checked="" type="checkbox"/>	5	End Date	<input type="radio"/> End Date	Ascending ▾
<input checked="" type="checkbox"/>	6	Session	<input type="radio"/> Session	Ascending ▾
<input checked="" type="checkbox"/>	7	Location	<input type="radio"/> Location	Ascending ▾
<input checked="" type="checkbox"/>	8	Facility	<input type="radio"/> Facility	Ascending ▾
<input checked="" type="checkbox"/>	9	Language	<input type="radio"/> Language	Ascending ▾
<input checked="" type="checkbox"/>	10	Default Credits	<input type="radio"/> Default Credits	Ascending ▾
<input checked="" type="checkbox"/>	11	Price	<input type="radio"/> Price	Ascending ▾
<input type="checkbox"/>	12	Course ID	<input type="radio"/> Course ID	Ascending ▾
<input type="checkbox"/>	13	Discounts	<input type="radio"/> Discounts	Ascending ▾
<input type="checkbox"/>	14	Current Enrollment	<input type="radio"/> Current Enrollment	Ascending ▾

Show Column checkbox

Sort Order pull-down menu

Figure 5 – Modify Table Display options



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6. You will then get a confirmation message about your registration.

Registration Confirmation

Thank you, your request has been processed. Please check your email or In-Progress Learning for training status updates

[Printer Friendly Version](#)

Order Contact: Your Name
 Billed To: Your Org Code
 Order Status: Confirmed
 Order Number:

Order Items

Title	Learners	Delivery Type	Status	Actions	Price	Launch Content
NIH Environmental Management System (NEMS) Awareness Training for Scientific Staff	Your Name	Online Training	Confirmed	Notes	0.00 USD	Launch Content

Figure 6 – Sample Registration Confirmation screen

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