National Institutes of Health
Office of Management

LEARNING MANAGEMENT SYSTEM (LMS)

SEARCH FOR A COURSE AND REGISTER

This QRG will guide you through the process of searching for and registering for a course using the simple and advanced search options.

Simple search:

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 the LMS Home page.

Search field

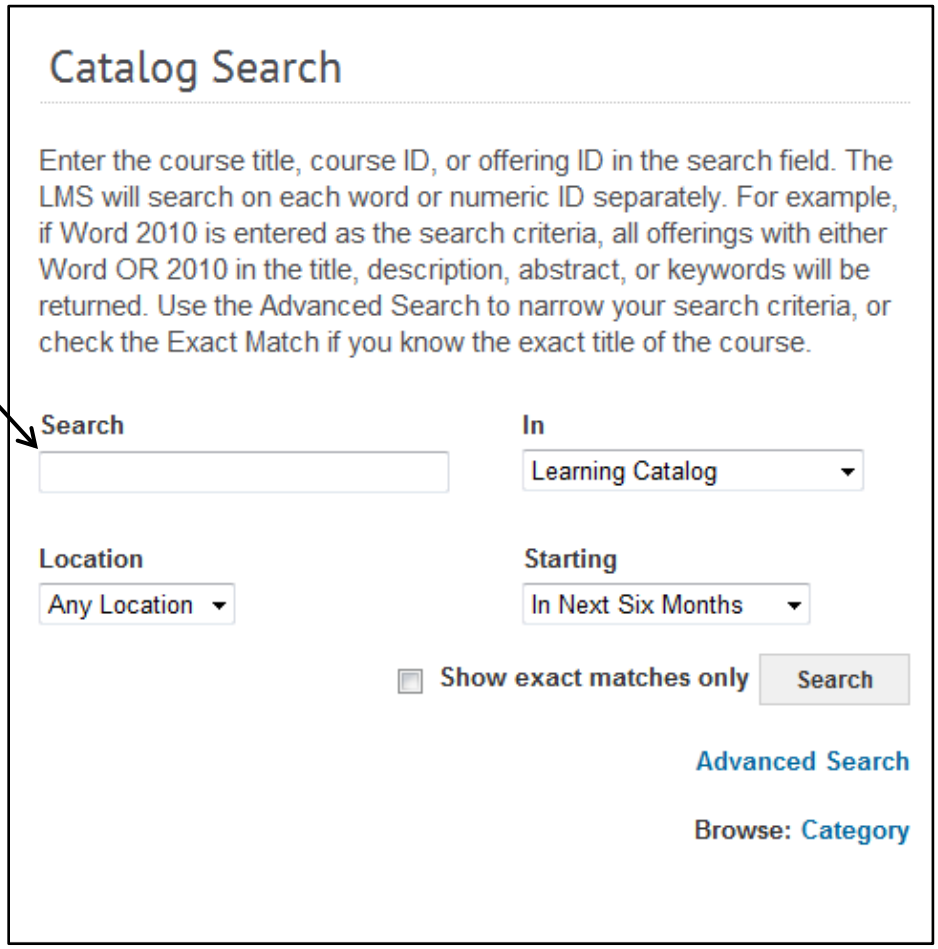

Figure 1 – Search field in the Catalog Search portlet on the LMS Home Page

3. Enter the title of the course for which you want to search. If you are unsure about the title of the course, use the percentage sign (%) as a wild card. Click the **Search** button to continue.

   NOTE: You can use the additional search fields (In, Location, and Starting) to focus your search results to a specific type of course or date range.

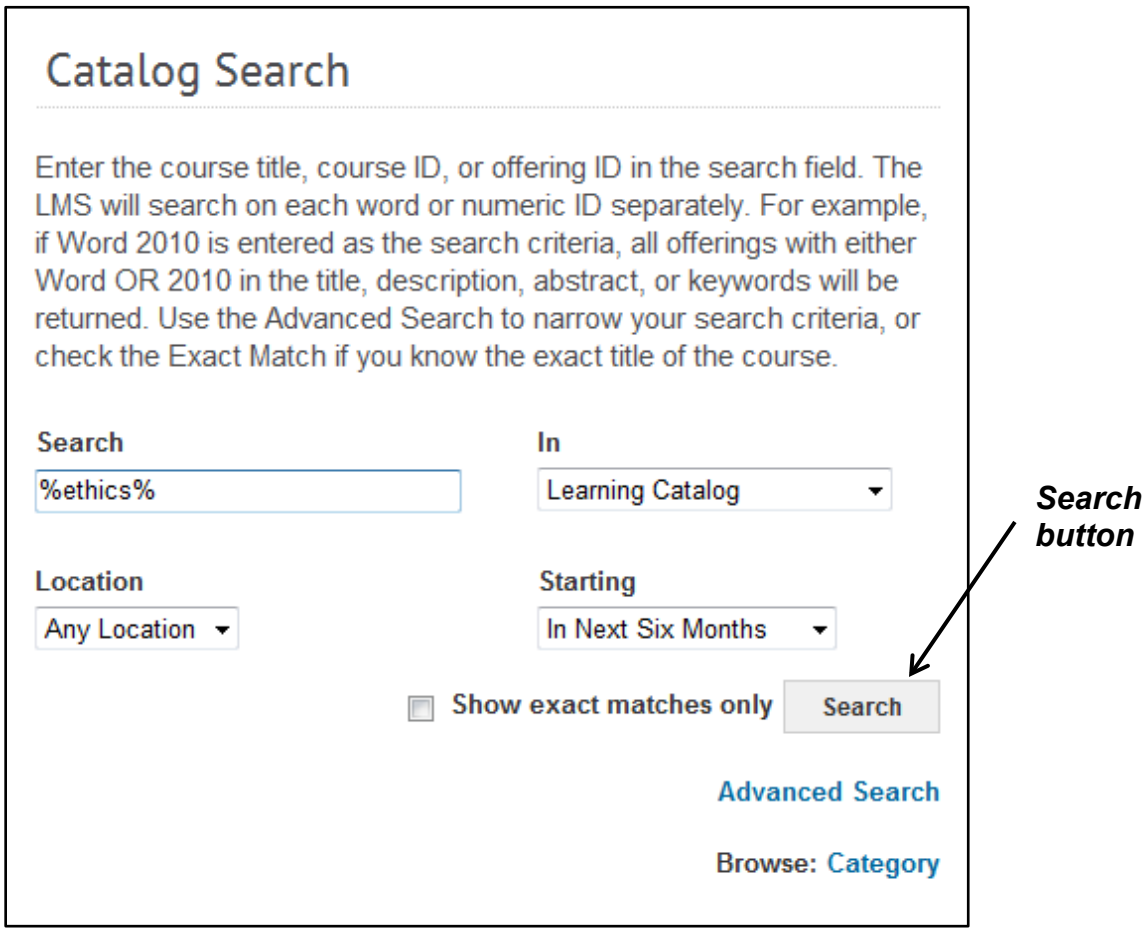

Figure 2 – Search button in the Catalog Search portlet on the LMS Home Page

4. A list of courses will be displayed, available for registration.

Advanced Search:

1. Locate the Catalog Search portlet on the LMS Home page.
2. Click the **Advanced Search** link in the Catalog Search portlet.

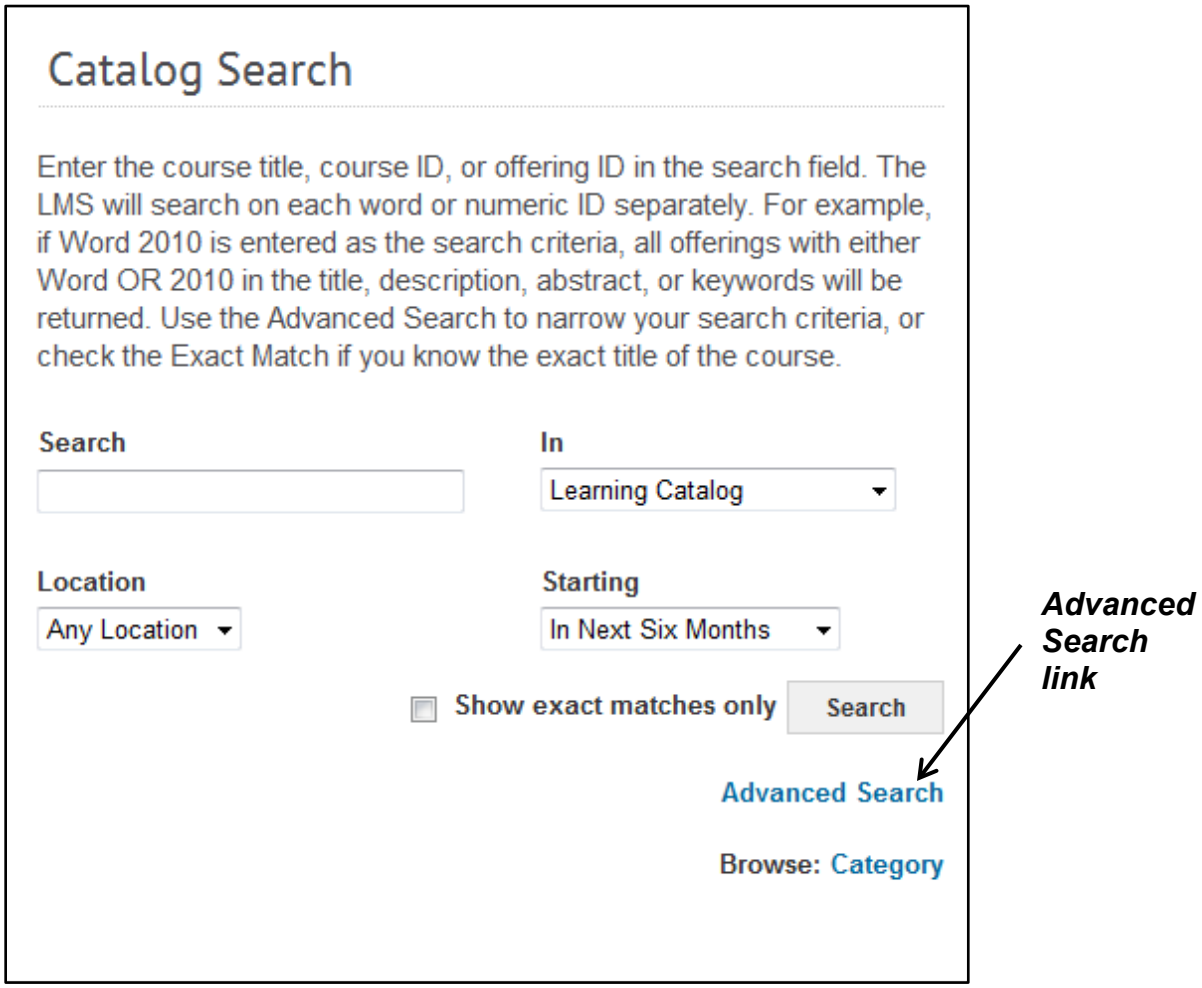

Figure 3 – Advanced Search link in the Catalog Search portlet on the LMS Home Page

3. Enter the information of the course for which you want to search. If you are unsure about the title of the course, use the percentage sign (%) as a wild card. Click the **Search Learning Catalog** button to continue.

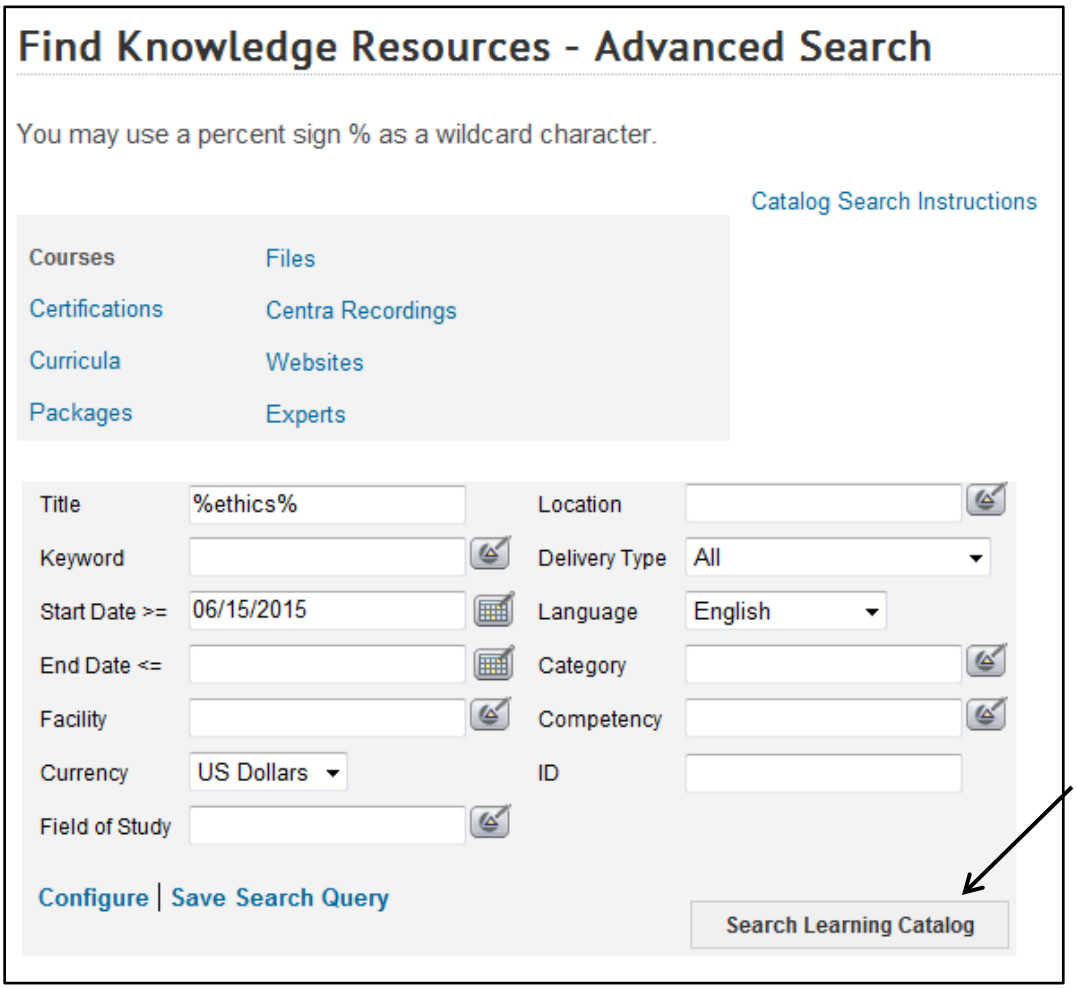

Figure 4 – Search Learning Catalog button on the Advanced Search screen

NOTE: Some of the fields have a pick icon that will allow you to select additional information, such as a date range (Start Date and/or End Date), a specific Location, or a Field of Study. These fields are optional and are used to refine search results.

4. Locate the course in which you want to enroll, you can either click the **Launch Content** link to open the course immediately or click the **Add to Plan** link to add it to your Learning Plan.

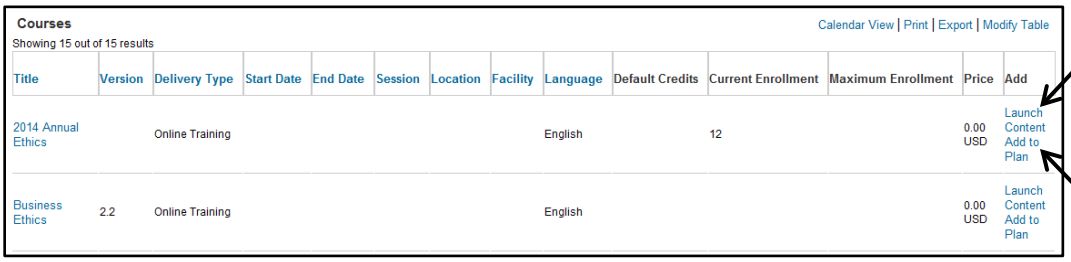

Figure 5 – Launch Content and Add to Plan links

IMPORTANT: Courses that have tuition must contain a valid CAN to ensure the proper obligation of funds in NBS. A valid CAN must be added by your Manager or Additional Approver for Orders as part of the order approval process.

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