



LEARNING MANAGEMENT SYSTEM (LMS) SIGN UP FOR A CURRICULUM

This QRG will guide you through the steps to sign up for a curriculum.

1. Log on to the LMS.

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

2. Click the **Learning** link in the left navigation menu.

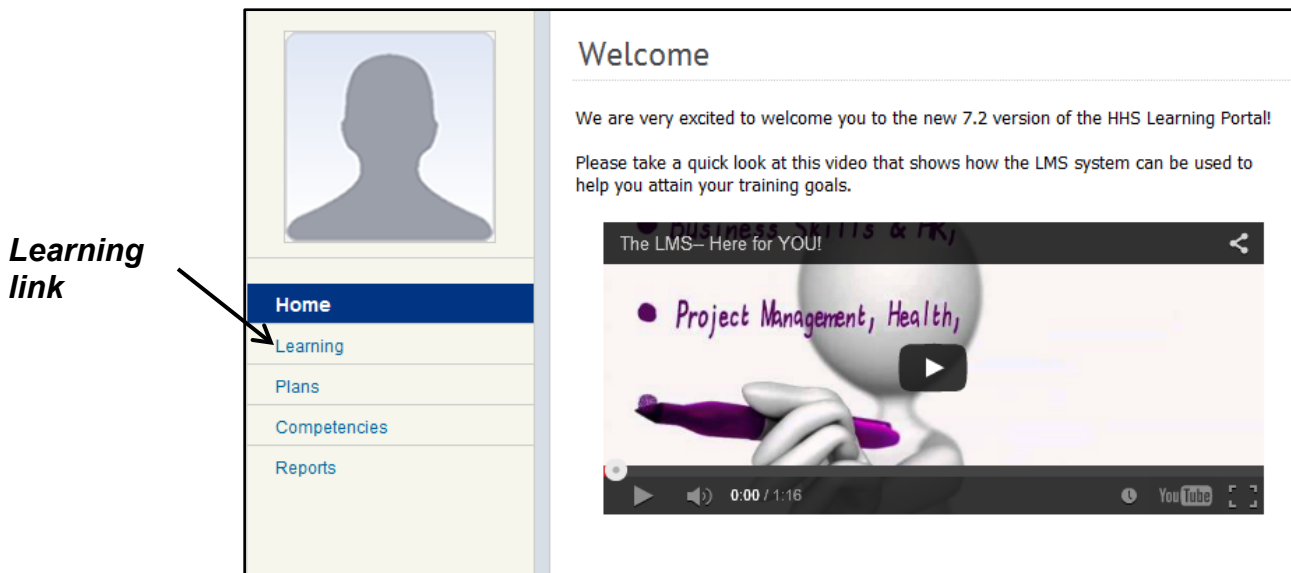


Figure 1 – Learning link in the left menu on the LMS home page

3. Click the **Curricula** link.

The screenshot shows a user interface for 'Current Learning'. On the left is a vertical navigation menu with items: Home, Learning, **Current Learning**, Completed Learning, Certifications, **Curricula**, Continuing Education Plans, Recommendations, Orders, Plans, Competencies, and Reports. An arrow labeled 'Curricula link' points to the 'Curricula' item. The main content area is titled 'Current Learning' and contains two course cards. The first card is for 'Getting Started with Visio 2010' (MO_BVIS_A01_DT_ENUS, Version:2.2) with a duration of 01:00 hours and a status of 'Confirmed'. The second card is for 'Books 24x7' (00002006, Version:1.0) with a duration of 00:00 hours and a status of 'Confirmed'. Both cards have a 'Hide Learning Assignments' button.

Figure 2 – Curricula link in the left menu

4. Click the **Add Curricula** link.

The screenshot shows the 'Curricula' page. At the top, there is a search bar with a 'Name' field, a 'Show Required Curricula Only' checkbox, and a 'Search' button. Below the search bar are links for 'Configure' and 'Save Search Query'. A 'View' dropdown menu is set to 'Active'. In the top right corner, there is a link 'Add Curricula' with an arrow pointing to it from the label 'Add Curricula link'. Below this is a table of curricula. The table has columns: Name, Selected Path (% Complete), Status, Assigned By, Target Date, and Actions. The first row is 'EEO & Diversity Awareness Training for Employees' with a status of 'Discontinued' and assigned by 'NIH Learner'. The second row is 'LMS Training' with a status of 'Acquired' and assigned by 'NIH PeopleAdmin (More)'. The 'LMS Training' row shows a progress indicator for 'Path 1 - 0% Completed'.

Figure 3 – Add Curricula link

5. Enter the name of the curriculum you want to sign up for in the Name field and click the **Search** button.

The screenshot shows a web interface titled "Select Curricula". It features a search form with the following elements:

- Name field:** A text input field with an arrow pointing to it from the label "Name field" on the left.
- Discontinued From >=:** A date input field with a calendar icon.
- Updated On >=:** A date input field with a calendar icon.
- Target Completion Duration <=:** A text input field.
- Search button:** A button labeled "Search" with an arrow pointing to it from the label "Search button" on the right.
- Configuration options:** Links for "Configure" and "Save Search Query" are located below the search fields.
- Curricula section:** A section header "Curricula" is visible below the search form.
- Close button:** A button labeled "Close" is located in the bottom right corner of the form area.

Figure 4 – Name field and Search button on Select Curricula screen

NOTE: NIH curricula are prefixed with NIH followed by the name of the actual curriculum.

6. Click the Select checkbox and then click the **Select and Close** button.

Select Curricula

Name Discontinued From >=

Updated On >= Target Completion Duration <=

[Configure](#) | [Save Search Query](#)

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

Showing 1 out of 1 results

<input type="checkbox"/>	Name	Available From	Discontinued From	Target Completion Duration
<input type="checkbox"/>	LMS Training	10/01/2009		0 Days

Figure 5 – Select checkbox and Save and Close button

7. You will now be signed up for the curriculum.

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