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)](TS02-L) QRG.

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

   ![Learning Link in the LMS Home Page](image)

   **Figure 1** – Learning link in the left menu on the LMS home page
3. Click the **Curricula** link.

![Curricula link in the left menu](image)

**Figure 2 – Curricula link in the left menu**

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

![Add Curricula link](image)

**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.

![Select Curricula](image)

**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.

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

If you experience trouble with this process, please refer to the [LMS Support Page](#).