



LEARNING MANAGEMENT SYSTEM (LMS) CHECK YOUR CERTIFICATION PROGRESS

This QRG will guide you through the steps to check on the progress you have made with a certification.

1. Log into 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.

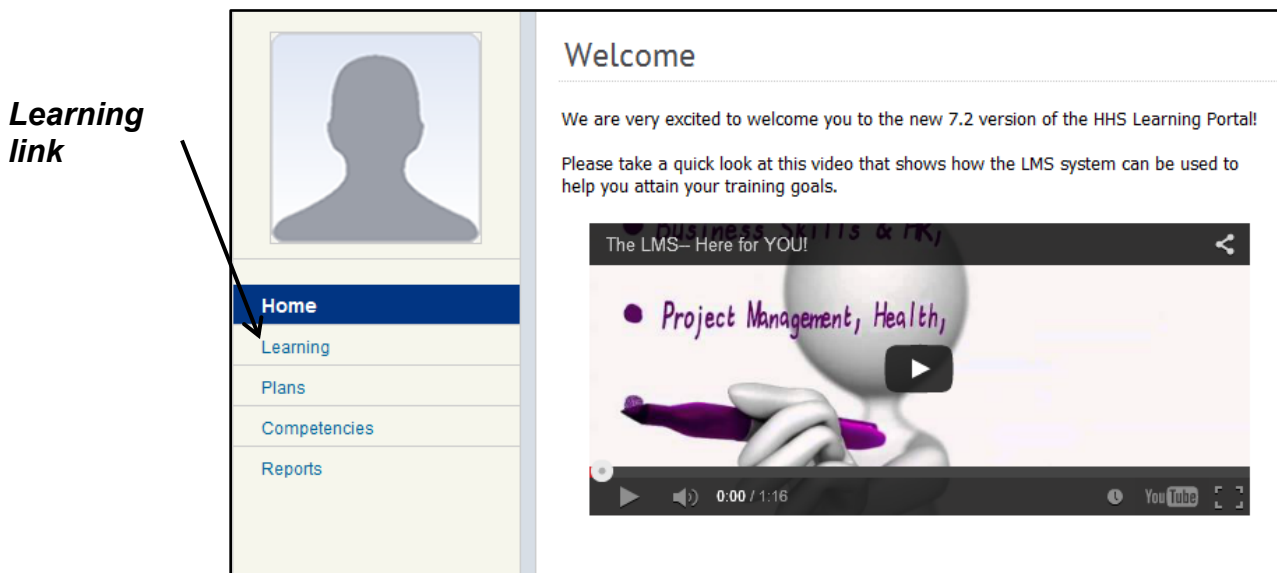


Figure 1 – Learning link in the left menu on the LMS home page

- Click the **Certifications** link in the left menu.

Certifications link

Figure 2 – Certifications link in the left menu

- Click the link for the name of the certification to view completion details for each course included in the certification.


Internal Certifications							
Name	Version	Selected Path (% Complete)	Mastery Score	Status	Assigned By	Target Date	Actions
HHS Appropriations Law Certification	1.0	 HHS Appropriations Law Online Course - 0% Completed	N/A	Acquired	NIH PeopleAdmin		Actions
HHS Records Management for All Employees Certification	1.0	Recertification for HHS Records Management for All Employees	N/A	Discontinued	NIH Records Management reminder test (More)	12/19/2011	Actions
NIH Disability Awareness Training Certification	1.0	NIH Disability Awareness Training	N/A	Discontinued	NIH Learner	11/12/2010	Actions

Figure 3 – List of certifications

NOTE: There is a progress bar for each assigned certification.

NIH NoFEAR Act Training Certification (1.0)

Assigned By: NIH Manager Assigned On: 04/06/2015
 Status: Acquired Target Date: 03/31/2017
 Acquired On: 04/01/2015 Mastery Score: N/A Expiration Date: 03/31/2017
 Recertification Needed: Due to Normal Recertification Recertification Starts On: 04/02/2015

THIS CERTIFICATION IS FOR NIH STAFF ONLY!!

This certification requires the NIH NoFEAR Act Training to be completed within 30 days of assignment, with a recurring requirement every two years. NoFEAR Act training is required for all Federal employees.

Description: Instructions to "Acquire" this certification:
 1. Click on the "Detailed Status View" radio button
 2. Click either the "Register" or "Launch" link for the Module. ("Register" link appears if you are not yet enrolled, "Launch" appears if you are already enrolled in the course)
 3. Complete the course. You will have then "Acquired" this certification
 DO NOT click the "Register for Path" button at the bottom of the page.

Main | Complete Progress Report

Graphical View Detailed Status View

Path: Recertification for NIH NoFEAR training

Percent Completed: 0% Completed

The NoFEAR Act (Required)
 HHS course
 Status: Incomplete
 Progress: 0 of 1 Learning Items Completed
 Complete 1 of 1 available courses and certifications.

Attachments: [Print](#) | [Export](#)

Attachment Name	Type	Category	Locale	Private
NIH OEODM web site	URL	Policy	English	No
NIH Mandatory Training Inventory	URL	Policy	English	No

Detailed Status View radio button

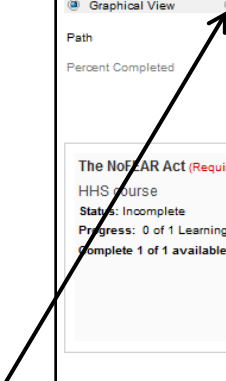


Figure 4 – Detailed Status View radio button on a sample certification screen

NOTE: Click the **Detailed Status View** radio button to view additional information about the certification status.

Main Complete Progress Report

Graphical View **Detailed Status View**

Path: Recertification for NIH NoFEAR training

Percent Completed: 0% Completed

Recertification for NIH NoFEAR training

Completion Requirement: 1 of 1 Modules Required
 Status: **Not Completed**
 Percentage Completed: (0%)

Legend: Not Enrolled, Enrolled, Complete

Modules

The NoFEAR Act (Required)
 HHS course
 Completion Requirement: 1 of 1 Learning Items Required
 Status: **Not Completed**
 Progress: 0 of 1 Learning Items Completed

	The No FEAR Act (Completed)	Course	View Completed Course Register
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Attachments [Print](#) | [Export](#)

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[Back](#)

Figure 5 – Detailed Status View of the sample certification

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