LEARNING MANAGEMENT SYSTEM (LMS)
VIEWING CONTINUING EDUCATION (CE) REQUIREMENTS

This QRG shows supervisors how to view their Continuing Education Plan in the LMS. For example, this feature can help track progress with NIH Supervisory Refresher Training and/or FAC-COR continuous learning point (CLP) requirements.

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 menu.

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

   **Figure 1 – Learning link in the left menu**
3. Click the **Continuing Education Plans** link.
4. To view the details of the Continuing Education Plan, select the **View Details** link.

Figure 3 – View Details link on the Continuing Education Plans page
5. Details such as the start and end date, total credits, and credits from plan period will be shown.

![Continuing Education Plan details screen](image)

Figure 4 – Continuing Education Plan details screen

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