LEARNING MANAGEMENT SYSTEM (LMS)
ACCESSING BOOKS & VIDEOS FROM THE LMS

Do you know that federal staff have access to hundreds of books for free from the LMS? Books & Videos gives federal staff access to books in Business, IT, Project Management and many other interesting categories. You just need to register once, and then Books & Videos will then be available in your Current Learning section. This Guide provides instructions for federal staff on how to access Books & Videos in the LMS.

1. Log into the LMS.

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

2. In the Catalog Search section, enter Books & Videos in the Search field and then select the **Search** button.

![Search field and Search button in the Catalog Search portlet](Figure 1 – Search field and Search button in the Catalog Search portlet)
3. From the Search Catalog screen select the **Launch Content** link.

![Launch Content link](image1.png)

**Figure 2 – Launch Content link for the Books & Videos course**

4. You may be presented with a message advising that you have already registered for the offering, select the **Go to Registration** link under the Actions section.

![Go to Registration link](image2.png)

**Figure 3 – Go to Registration link**
5. Click the **Launch Content** button (there are three buttons, at the top-right of the page, in the middle-right of the page, and at the bottom of the page).

6. Select the **SkillSoft Books & Videos** link on the pop-up window.
7. The NIH Books & Videos home page has been configured for our organization to have some specialized topics in the left navigation panel.

Figure 6 – Welcome to Skillsoft Books and Videos home page

**IMPORTANT**: Books & Videos courses will never be marked as complete on your Transcript. To access Books & Videos again in the future, navigate to your Current Learning section. For additional information about how to get started with Books & Videos please visit: [http://help.books24x7.com/bkb](http://help.books24x7.com/bkb)

If you experience trouble with this process, please refer to the [LMS Support Page](http://help.books24x7.com/bkb).