

## **Benefits provided by the HHS Learning Portal (a.k.a. LMS)**

*Below are functions commonly available to any learner who has an account in the system. Typical learners have the ability to:*

- See a system welcome page and configure it for your needs
- View current enrollments, assigned curricula/certifications, competency gap status, and communities from the welcome page
- View an onboard calendar of your training events
- Set various personal preferences in the system and change your own password
- Utilize context-sensitive onboard help screens
- Utilize a course catalog search (simple and advanced) and browse by category options
- Access online training and register for classroom training
- Self-register for courses and track manager approval
- Add external training completions to your official transcript
- Access HHS and NIH competencies
- Utilize a multi-rater competency assessment linked to training to close gaps in proficiency levels
- Record your job history, current job roles, and career interests
- Access your enrollments, transcript, and printable certificates of completion
- Create a learning plan/individual development plan (IDP) and track your progress
- Select and track continuing education credits
- Participate in shared collaboration space with other learners in the same training or who share an interest
- Request additional classes for training you want to attend

### **Additional Resources:**

HHS Learning Portal (LMS) Website: <https://lms.learning.hhs.gov>

HHS Learning Portal

(LMS) logon instructions: [http://learningsource.od.nih.gov/Log-In\\_QuickSheet.pdf](http://learningsource.od.nih.gov/Log-In_QuickSheet.pdf)

Personnel ID Look Up Page: <https://learning.hhs.gov/EmployeeNumber.asp>

NIH Training Center website: <http://learningsource.od.nih.gov>

HHS University website: <http://www.learning.hhs.gov>

DHHS Helpdesk email: [DHHSHelp@gpworldwide.com](mailto:DHHSHelp@gpworldwide.com)

DHHS Helpdesk phone: 1-866-246-5440