

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

*To access these functions, you must be designated as a supervisor of at least one system user. Only direct reports designated in the system will show up on your team page.*

*When you log in, you will see a drop-down menu on the right with two options:*

- 1. My Learning – use this view whenever you are performing tasks related to your own training.*
- 2. My Team’s Learning – use this view whenever you are performing tasks related to training for your direct reports.*

*Supervisors/managers have the ability to:*

- View LMS account profiles for your direct reports
- Approve or deny enrollments for which you are in the approval chain
- Assign online or classroom training, certifications, and curricula to your direct reports and track their progress toward completion
- View the transcripts, current enrollments, and order history of your direct reports
- Develop learning plans/individual development plan (IDP) for your direct reports and track progress
- Assign competencies and multi-rater assessments to your team, then view aggregate and individual results
- Assess your direct reports on HHS and NIH competencies
- Approve/deny raters requested by your direct reports for their multi-rater assessments
- Designate a proxy to perform tasks in the system on your behalf

### **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