



LEARNING MANAGEMENT SYSTEM (LMS) LMS LOG ON INSTRUCTIONS

This QRG will show you how to access the LMS with the Access Management System (AMS) portal.

1. Access the AMS login portal via at: <http://ams.hhs.gov/>.

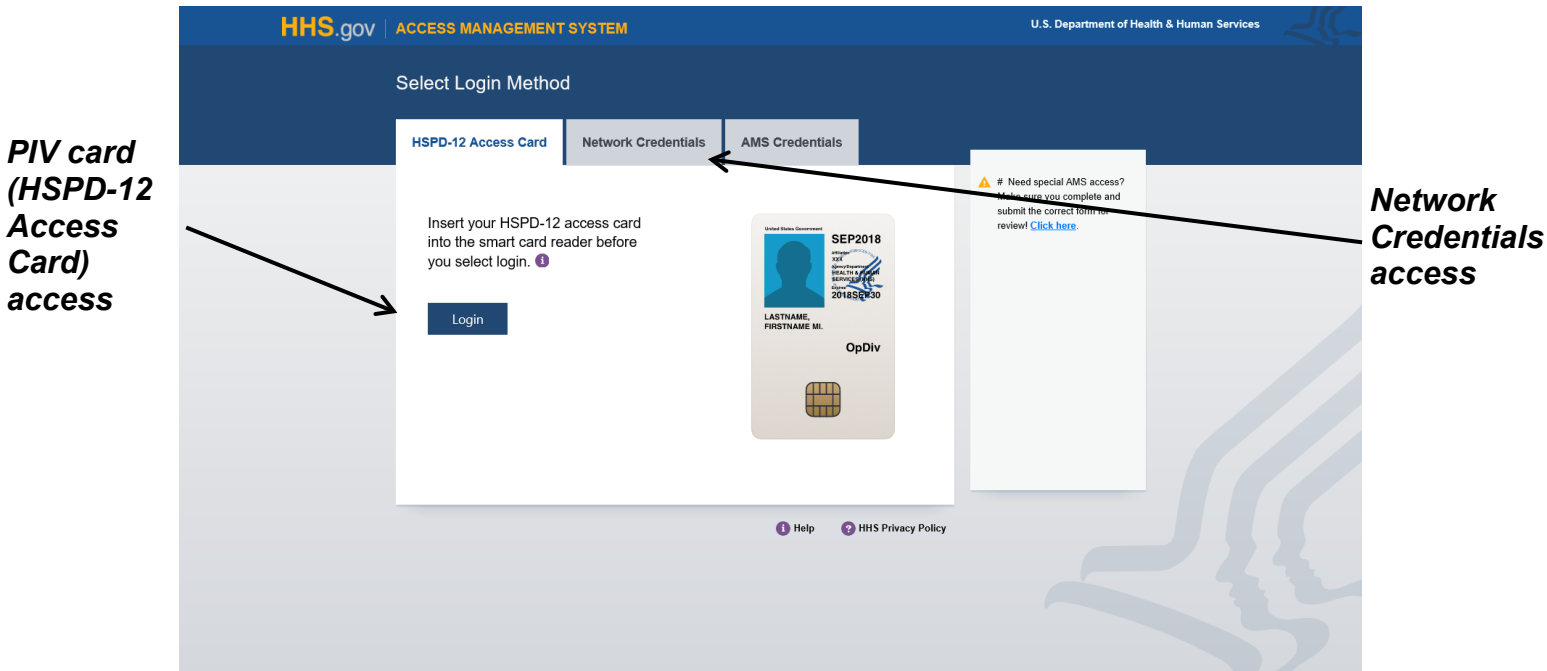


Figure 1 – AMS Log-in Screen

2. NIH Staff can log into the LMS with either of the following options:

- Network Credentials (if you do not have a PIV card)
 - a. Under the Network Credentials section in the center, select NIH from the **Select OpDiv** drop-down menu.
 - b. Click the **NIH Login** button.
 - c. Enter your NIH User Name and Password in the corresponding fields and then click the **Login** button.
 - d. When you return to the AMS portal homepage, click the **HHS Learning Portal (LMS)** link under the Open Access, Internet section.

- PIV Card (HSPD-12 Access Cards)
 - a. In the HSPD-12 Access Cards section on the left, click the **Login** button.
 - b. Review the Government Warning pop-up and click the **Agree** button.
 - c. In the Digital Certificate pop-up, click to highlight your name and click the **OK** button.
 - d. In the ActivClient Login pop-up, enter your PIN and click the **OK** button.
 - e. When you return to the AMS portal homepage, click the **HHS Learning Portal (LMS)** link under the Open Access, Internet section.

3. When you are finished using the LMS, click the **Logout** button from within the LMS and from within AMS.

NOTE: Closing the LMS and AMS Web pages without clicking Logout does not end your session in either system.

4. If you receive an error and cannot log into the LMS, please contact one of the LMS Local Learning Registrars for your IC from the current list of [IC LMS Administrators](#) to reactivate your account.

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