

LEARNING MANAGEMENT SYSTEM (LMS) SEARCH AND REGISTER FOR A COURSE WITH CLP CREDITS

This guide details the process of searching and registering for a course with CLP credits using the advanced search options.

1. Log into the LMS.

NOTE: For instructions about logging on, refer to [Log-On Instructions \(TS02-L\)](#).

2. Locate the Catalog Search portlet on the LMS Home page.
3. Click the **Advanced Search** link in the Catalog Search portlet.

Catalog Search

Enter the course title, course ID, or offering ID in the search field. The LMS will search on each word or numeric ID separately. For example, if Word 2010 is entered as the search criteria, all offerings with either Word OR 2010 in the title, description, abstract, or keywords will be returned. Use the Advanced Search to narrow your search criteria, or check the Exact Match if you know the exact title of the course.

Search In

Location Starting

Show exact matches only

[Advanced Search](#)

Browse: [Category](#)

Advanced Search link

Figure 1 – Advanced Search link in Catalog Search portlet on LMS Home Page

4. Click on the picker button next to the Field of Study field.

The screenshot shows an advanced search form with the following fields and controls:

- Title:
- Keyword:
- Start Date >=:
- End Date <=:
- Facility:
- Currency:
- Field of Study: (highlighted with a red box)
- Course Ratings:
- Location:
- Delivery Type:
- Language:
- Category:
- Competency:
- ID:
- Course ID:

Buttons: [Configure](#) | [Save Search Query](#) |

Figure 2 – Picker button next to Field of Study field in the Advanced Search

5. Type **NIH** in the Name field and click on the Search button.

The screenshot shows the 'Select Field of Study' window with the following fields and controls:

- Name:
- Description:
- [Configure](#) | [Save Search Query](#)
- (highlighted with a red box)

Figure 3 – Search button in the Select Field of Study search window

6. Click on the select button next to the Field of Study with CLP's.

Showing 2 out of 2 results



	Name	Description
	NIH Acquisition CLPs	This field of study is to track CLPs that can be used toward acquisition certifications
	NIH Supervisory CLPs	Continuous learning points for supervisory training; designated by NIH

Figure 4 – Select button in the Select Field of Study search results window

7. Click the **Search Learning Catalog** button.

The screenshot shows a search interface with the following fields and options:

- Title:
- Location:
- Keyword:
- Delivery Type: All
- Start Date >=: 05/30/2023
- Language: -Select One-
- End Date <=:
- Category:
- Facility:
- Competency:
- Currency: US Dollars
- ID:
- Field of Study: NIH Supervisory CLPs
- Course ID:
- Course Ratings: All

Buttons: [Configure](#) | [Save Search Query](#) | [Search Learning Catalog](#)

An arrow points to the **Search Learning Catalog** button with the label "Search Learning Catalog button".

Figure 5 – Search Learning Catalog button in the Catalog Search window

8. Click on the **Register** link to register for a scheduled class or click on the **Launch** link to register and launch a self-paced class.

The screenshot shows a table of search results with the following columns: Title, Version, Delivery Type, Start Date, End Date, Session, Location, Facility, Language, Default Credits, Course ID, Offering ID, Price, and Add. Three courses are listed:

Title	Version	Delivery Type	Start Date	End Date	Session	Location	Facility	Language	Default Credits	Course ID	Offering ID	Price	Add
2021 Centent Extramural Leadership Institute Project Symposium		Recorded Training						English	3	NIHOER2021CELSYMPIOSIUM	00232488	0.00 USD	Register Add to Plan Add/View Notes
2021 Integrated Core Curriculum Part 1		Recorded Training						English	3	NIHOER2021CORE1	00213623	0.00 USD	Register Add to Plan
2022 Extramural Staff Resources & Tools		Online Training						English	3	NIHOER2022CORESRT	00232510	0.00 USD	Launch Content Add to Plan

Arrows point to the "Register" link in the first row and the "Launch" link in the third row.

Figure 6 – Register link and Launch Content link on the search results page

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