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.

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.

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.

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.

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

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7. Click the **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.

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.](#)