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HHS UNIVERSITY (HHSU)
STANDARD OPERATING PROCEDURE (SOP)

Granting Learning Management System Contractor Access

SECTIONS:

I. PURPOSE
II. BACKGROUND
III. REFERENCES
IV. REQUIREMENTS
V. RESPONSIBILITIES
VI. PROCEDURES

I. PURPOSE

This SOP outlines the process to create a Contractor account on the HHS Learning Portal, hereafter referred to as the Learning Management System (LMS). The process to link an existing LMS Contractor account to the Contractor's HHS identification (HHS ID) number is also discussed in this document.

II. BACKGROUND

Federal employees within the Department of Health and Human Services (HHS) receive access to the LMS shortly after their employee hire start date. However, Contractors employed with HHS require approval from their HHS Sponsor to have access to the LMS. The Sponsor must pay the Contractor's LMS license fee, in advance, of any Contractor receiving access to the LMS. Additionally, Contractors must have completed the induction process and have a valid HHS ID.

III. REFERENCES

Ref#	Document Name	Description	Document
1	How to Manually Create a New Internal or External Person	Details the process for creating new internal and external people	How to Manually Create a New Interna
2	Application Form: Creating a New Internal or External Person	Record new internal and/or external people data for creation	Application Form - Creating a New Inter

Ref#	Document Name	Description	Document
3	Linking HHS ID with Contractor LMS Account	Details the process for linking Contractor HHS ID with account	Linking HHS ID with Contractor LMS Accoı
4	HHS ID Badge Request Form – HHS 745	Record essential data pertaining to the issuing of an HHS badge	HHS ID BADGE REQUEST FORM HHS http://intranet.hhs.gov/hr/ohr/forms/hhs_forms/hhs-745.pdf
5	Domain System Administrators	Lists domain system administrators	Domain System Admins.xlsx

IV. REQUIREMENTS

Contractors should receive approval from their supervisor to pursue an LMS account. After receiving the approval, they should contact the LMS Office of the Secretary (OS) Administrator to obtain their account.

V. RESPONSIBILITIES

A. The Contractor must initiate the account creation request.
B. A Contractor License should have been purchased for the Contractor by his/her Operating and Staff Division (OPDIV/STAFFDIV).
C. The Contractor should only initiate the creation request if first approved by their HHS Sponsor.
D. The Contractor should provide the OS LMS Administrator with all preliminary information to begin the process.
E. The OS LMS Administrator should provide the Contractor with all relevant documents to begin the induction and to satisfy all requirements pertaining to receiving an LMS account.

VI. PROCEDURES

As noted below in the Creating an Internal or External Person section, the OS LMS Administrator performs Steps 1-12. Also, in the Creating an Account, the OS LMS Administrator performs Steps 1-8.

A. Creating an Internal or External Person

Step	Action	Person/ Organization Responsible	Notes
1	The OS LMS Administrator selects "Human Capitol Administration" from the drop-down menu	OS LMS Administrator	

Step	Action	Person/ Organization Responsible	Notes
2	The OS LMS Administrator selects "Internal" from the left navigation pane	OS LMS Administrator	
3	The OS LMS Administrator selects the "New Internal Person" link	OS LMS Administrator	
4	The OS LMS Administrator enters the following required information for the person: • Username • Password • Confirmed Password • First Name • Last Name • Domain • Status • Home Domain • Organization	OS LMS Administrator	
5	The OS LMS Administrator clicks the "Privileges" tab	OS LMS Administrator	
6	To remove a security role assignment, the OS LMS Administrator clicks the delete icon in the "Actions" column for the role needing to be deleted	OS LMS Administrator	
7	To grant a new security role, or an existing security role at a different domain, the OS LMS Administrator clicks the "Add Roles" link	OS LMS Administrator	
8	The OS LMS Administrator should click the finder icon to select the domain to which they want to grant the role's privileges	OS LMS Administrator	
9	The OS LMS Administrator should check the security role name, and click "Save"	OS LMS Administrator	You can only assign roles form page at a time. This step should be repeated for subsequent security roles.
10	The OS LMS Administrator should select "External" from the left side bar	OS LMS Administrator	
11	The OS LMS Administrator should click the "New External Person" link	OS LMS Administrator	

Step	Action	Person/ Organization Responsible	Notes
12	The OS LMS Administrator should enter the following required information for the person and click "Save": • Username • Password • Confirmed Password • First Name • Last Name • Domain • Home Domain	OS LMS Administrator	

B. Creating an Account

Step	Action	Person/ Organization Responsible	Notes
1	Login to AMS and access the HHS Learning Portal (LMS)	OS LMS Administrator	
2	Navigate to "Human Capitol Administrator – People"	OS LMS Administrator	
3	Click on "New Internal Person"	OS LMS Administrator	
4	Click "Click here to search for HHS ID"	OS LMS Administrator	This action will open the AMS Home Page in a new browser window
5	Click "Click here to look up 10-digit HHS ID"	OS LMS Administrator	
6	Enter search criteria and Click "Search"	OS LMS Administrator	
7	Copy HHS ID and Click "Done"	OS LMS Administrator	

Questions regarding this SOP should be directed to the HHS University staff.

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