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HHS UNIVERSITY (HHSU) STANDARD OPERATING PROCEDURE (SOP)

Printing Learning Management System Certificate on Completion

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I. PURPOSE

This procedure is designed to illustrate the steps to print a Certificate of Completion from the HHS Learning Portal, hereafter referred to as the Learning Management System (LMS). A Certificate of Completion is available for each course completed in the LMS.

II. BACKGROUND

A Certificate of Completion is a document that provides proof that the learner has completed a specific training course. Once the learner has met all course requirements and successfully concluded the training, the certificate can be viewed from the transcript menu. This allows an employee the flexibility to print a certificate from a current or prior course taken. Many classes that are deemed mandatory by the Department may require that a Certificate of Completion be submitted to their management to verify course completion.

III. REQUIREMENTS

- A. The learner should have an Access Management System (AMS) account which will allow them to login to the LMS.
- B. The learner should have fully completed the class.

IV. RESPONSIBILITIES

- A. It is the responsibility of the Training Administrator to grant attendance and scores for an Instructor Led Training (ILT).
- B. It is the responsibility of the learner to ensure that attendance and grades are marked accurately for ILT.
- C. It is the responsibility of the learner to ensure that the Training Administrator marks the course "Complete" so that the Certificate of Completion is available.
- D. It is the responsibility of the learner to fully grasp the content and scope of the material covered in an LMS course. Upon conclusion, they must pass any exams or knowledge checks required to successfully complete the course and receive a Certificate of Completion.

V. PROCEDURES

To print a Certificate of Completion from the LMS, the learner should follow the procedure detailed below:

1. Log into the AMS by entering username, password, and authentication source or insert the learners Personal Identity Verification (PIV) card, if a smart card reader is available.

Username: Password: Authentication Source:

NIH USERS (ONLY): [Click Here](#)

NIH Login

You'll be redirected to NIH Login to enter your username and password. You'll be automatically returned to AMS after you authenticate successfully.

Insert your PIV card in your smart card reader before you try to login.

2. Click on the "HHS Learning Portal" link from the identity manager page.

Logged in as: WALTER BISWAS

Home Link Applications My Profile

Welcome, WALTER BISWAS.

Your Linked Applications
Click the links below to access an application

Internet and HHS Intranet Access:
[HHS Learning Portal](#)

Do not see the application you wish to access? [Click here](#)
[Click here to look up 10-digit HHSID](#)

3. The Learner is now at the home page of the HHS Learning Portal and should select the "Learning" tab.

Home Learning Competencies Collaboration Performance and Learning Plans Performance Reviews Reports My Profile

4. The Learner will be taken to the "My Enrollments" page and should select the "Transcript" link.

Enrollments

- View Current Learning
- Enrollment Approvals
- Transcript**
- Catalog
- Certifications
- Continuing Education
- Order History
- Knowledge Center
- Request Approval
- Learning Requests
- Learner Administration
- Evaluations & Surveys

- The Learner will now be able to access their transcript and view all courses completed.

My Transcript

View your active transcripts. For more courses,

Active Deleted

Completion Date after 01/14/2011

Completion Date before 04/14/2011

Search

Transcripts [Add Learning to Transcript](#) | [Print](#) | [Export](#) | [Modify Table](#)

Title	Version	Delivery	Registration Date	Completion Status	Completion Date	Marked Complete by	Score	Grade	Credits	Actions
Learning With Saba	1.0	Online Training		Successful	02/22/2011				0	Print Certificate of Completion

- If the "Completion Status" for a course is listed as "Successful," the learner will be able to print the certificate for the course by clicking on "Print Certificate of Completion."

Completion Status

successful

[Print Certificate of Completion](#)

- A pop-up window will automatically appear and allow the learner to print their certificate.



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

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