

VERIFYING YOUR USER PROFILE

All NIH staff should verify their User Profile information in the HHS Learning Portal. Because this information may be used for communication, mandatory training, and competency-related initiatives, it's important to correct any inaccuracies.

Verifying your User Profile

1. Log on to the LMS.

NOTE: For instructions about logging on, refer to the *Log-On Instructions (TS02-L) tip sheet*.

2. From the LMS Home Page, click the **Profile** tab to view your profile information.

Figure 1: My Personal Details page

3. From the *Profile* screen, you can verify the **Organization** and **Manager** fields.
4. Click on the **My Contact Information** link to verify the **E-mail address**.

To correct inaccuracies, please contact the appropriate party, as defined below:

Verify	If incorrect, contact
Organization (SAC Code)	CIT Technical Assistance and Support Center (TASC) at 301-496-3477 (6-EHRP). TASC is the first line of contact for resolving Capital HR questions for the NIH User Community.
Manager	IC Local Learning Administrator: A list of contacts is available through the NIHTC website: http://trainingcenter.nih.gov/LMS-Admins-Lists.pdf
E-mail	IC Local Learning Administrator: A list of contacts is available through the NIHTC website: http://trainingcenter.nih.gov/LMS-Admins-Lists.pdf

