

LMS LOG ON USING SINGLE SIGN-ON

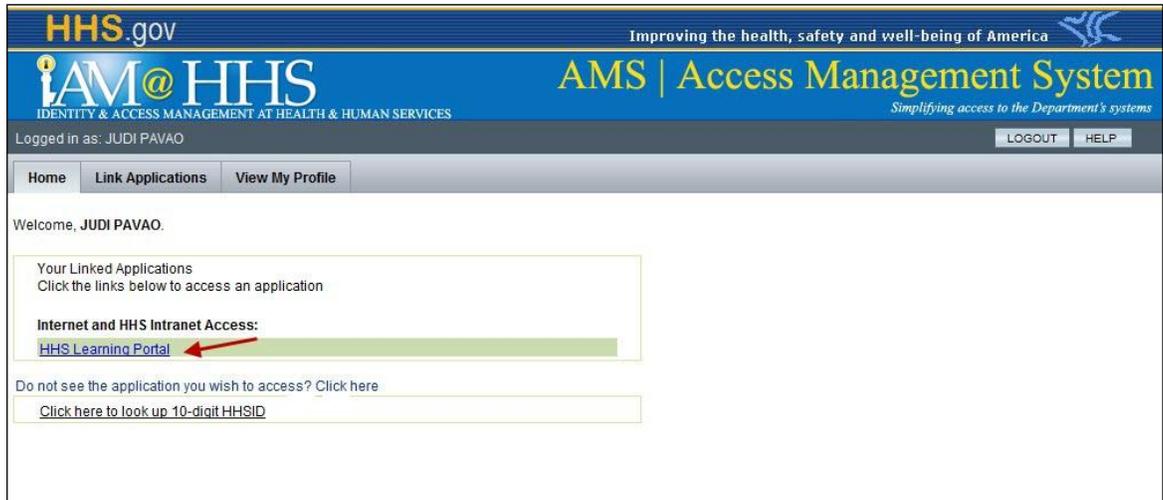
Use this job aid to learn how to access the HHS Learning Portal with the AMS authentication method, commonly referred to as 'Single Sign-On.'

1. Using your Web browser, navigate to the **LMS URL** (<http://lms.learning.hhs.gov>). You will be redirected to the AMS log on page.

The screenshot shows the AMS login interface. At the top, it says 'HHS.gov' and 'IAM@HHS'. The main heading is 'AMS | Access Management System'. Below this, there are two login options. On the left, 'Login with your username and password' includes input fields for 'Username:', 'Password:', and 'Authentication Source' (a dropdown menu), and a 'Login' button. In the center, there is a section for 'NIH USERS (ONLY):' with a 'Click Here' link and a 'NIH Login' button. Below this, a note states: 'You'll be redirected to NIH Login to enter your username and password. You'll be automatically returned to AMS after you authenticate successfully.' On the right, '..... or login with your PIV card.' shows a PIV card image and a 'Login' button. A large orange 'OR' button is placed between the two main login sections. At the bottom center, there is a 'Need Help?' link.

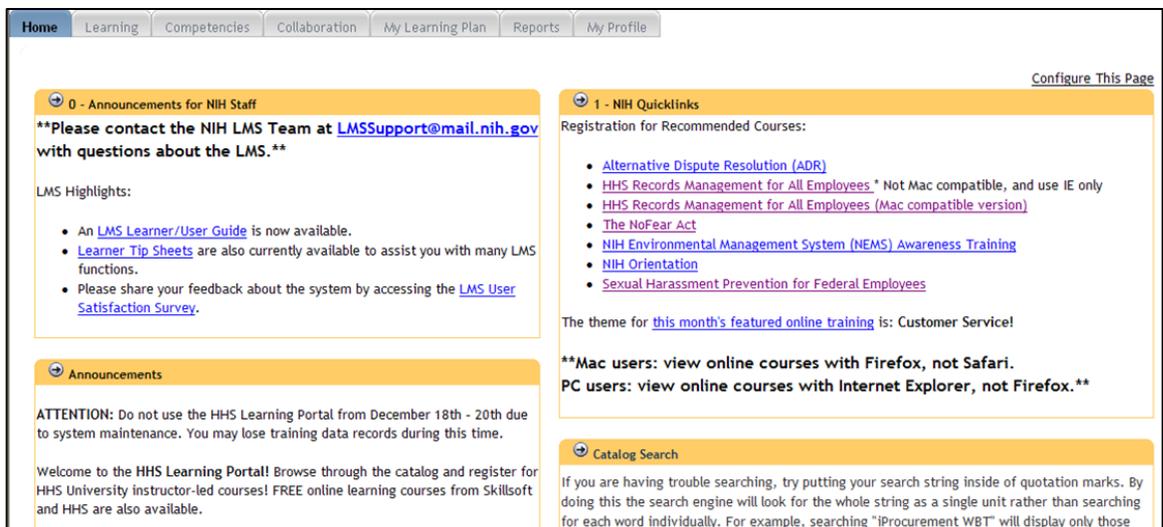
2. NIH Staff should do one of the following:

- *Log On Using Your Network Credentials*
 - a. Under NIH USERS (ONLY) text, NIH staff should click the Click Here link.
 - b. Enter your NIH username and password in the corresponding fields and click **Login**.
- *Log On Using Your PIV Card*
 - a. From the Right side of the AMS Login page, click **Login**.
 - b. Review the Government Warning pop-up and click **Agree**.
 - c. In the Digital Certificate pop-up, click to highlight your name and click **OK**.
 - d. In the ActivClient Login pop-up, enter your **PIN** and click **OK**.



3. To access LMS, click the **HHS Learning Portal** link.

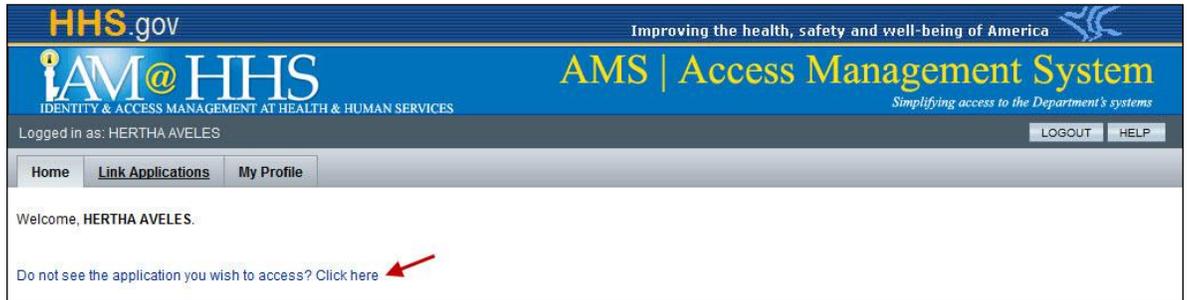
NOTE: If an LMS application account is successfully linked to an AMS identity, the HHS Learning Portal link will appear on the AMS Home page. If LMS application account is not linked to the AMS Identity, move to Step 5 below.



4. When you are finished using the LMS, click **Logout** from both the AMS and the LMS Web pages.

NOTE: Closing the LMS and AMS Web pages without clicking Logout does not end your session in either system.

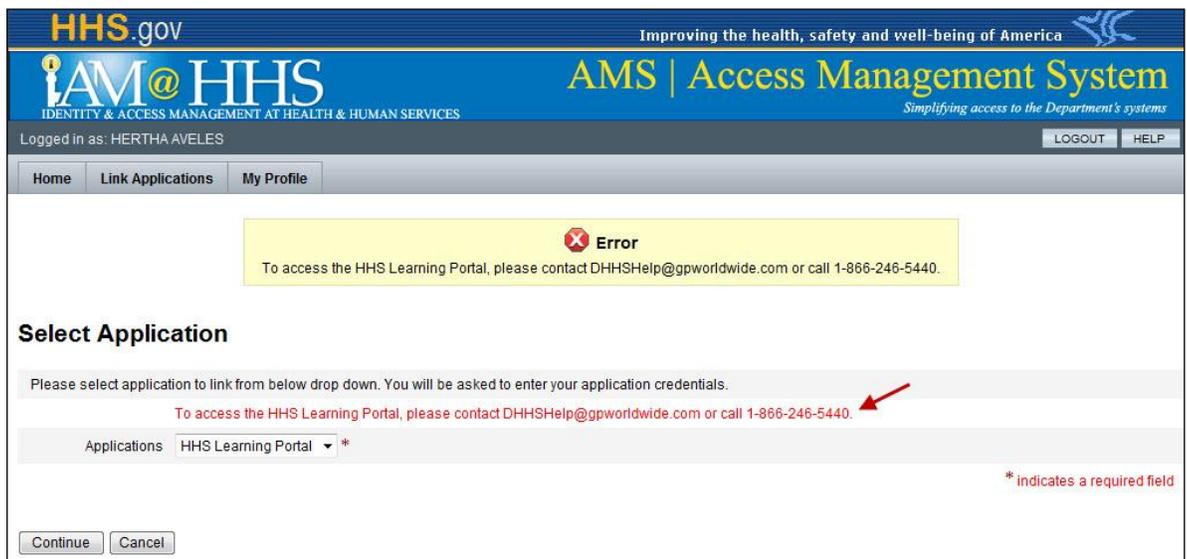
5. If the HHS Learning Portal is not linked to your account, click the **Do not see the application you wish to access? Click here** link.



6. On the Select Application page, choose HHS Learning Portal from the Application dropdown list and click **Continue**.



7. Review the error message, which displays instructions on how to contact the Helpdesk to get the HHS Learning Portal application linked to your AMS profile.



If you experience trouble with this process, please contact the helpdesk for support at LMSSUPPORT@MAIL.NIH.GOV or 1-866-246-5440.

