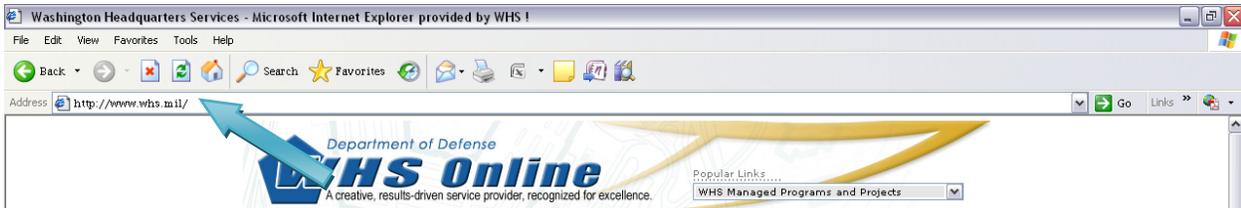


# Catalog Searching and How to Register

The Learning Management System (LMS) catalog contains all of the items that are available for you to request. You can use the catalog to locate items and assign items to your learning plan.

From your desktop, double click on your Internet Explorer icon and type the LMS website <https://lms.whs.mil> into the address bar. A pop-up window will appear for you to select your Digital Certificate, which is your CAC Card information, for you to login.



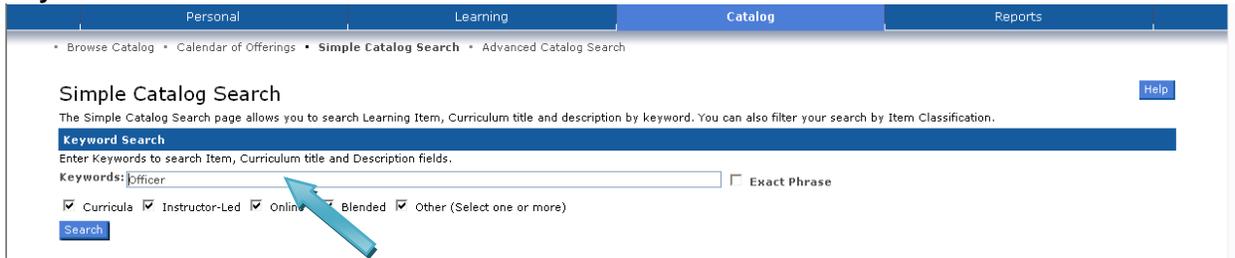
From your user welcome page, click on the **Catalog** tab at the top menu bar



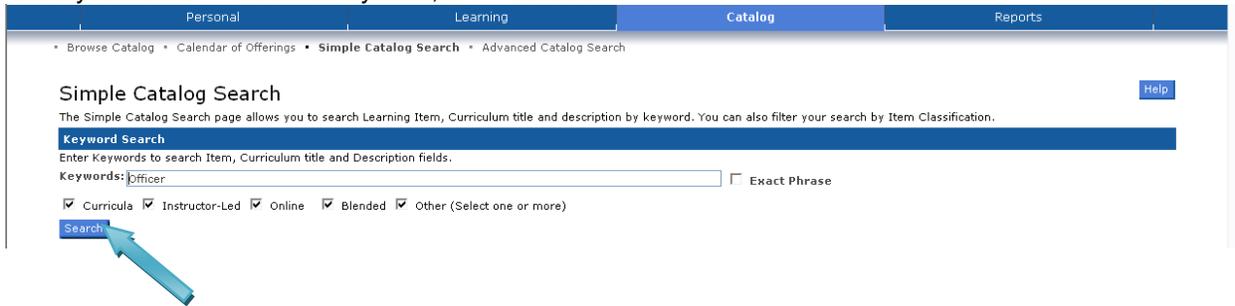
Click on **Simple Catalog Search** from the submenu under the Catalog tab.



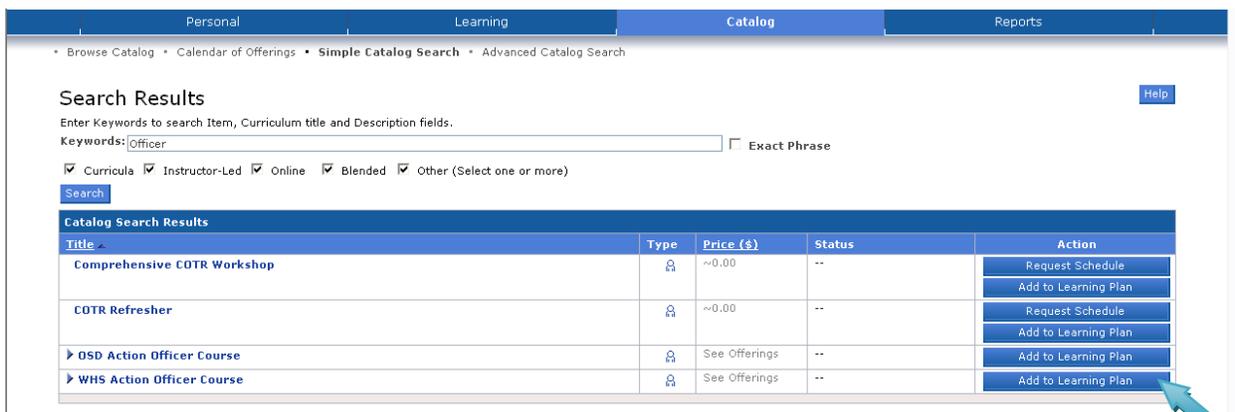
To search for a specific course, you can enter one or more words into the **Keywords** field. For example, if you wanted to see what Action Officer courses are available, you could type the word 'Officer' into the **Keywords** text field.



Once you have entered the keyword, click the **Search** button.



A list of available courses will appear with the word "Officer" in the course title. Select the Action Officer course you wish to register for and click the **Add to Learning Plan** button.



Once you have clicked the **Add to Learning Plan** button, it will take you to your Learning Plan where you can see that it has been added.

The screenshot shows the 'Learning Plan' page in a web application. The page title is 'Learning Plan' and it includes a breadcrumb trail: 'Learning Plan > Learning Calendar > Current Registrations > Curriculum Status > Learning History'. Below the title, there is a description: 'This page displays the complete list of the items specifically assigned to you based on your learning needs. The list includes items that you are required to complete on a recurring basis as well.' There are filters for 'Group Plan by: [None]' and 'Field Chooser'. A table titled 'Learning Plan' is displayed with columns: Title, Type, Required By, Status, Action, and Remove. The table contains two rows. The first row is partially visible with a dropdown arrow. The second row is 'WHS Action Officer Course', which is circled in red. Its status is 'Must be registered' and it has a 'Go to Content' button and a 'Remove' button.

To register for the course, click the **Offering Details** button to see the dates and times the course are offered, and to register for the session you wish to attend.

This screenshot is similar to the previous one, but the 'Offering Details' button in the 'Action' column of the 'WHS Action Officer Course' row is circled in red. A blue arrow points to this button from the right side of the page.

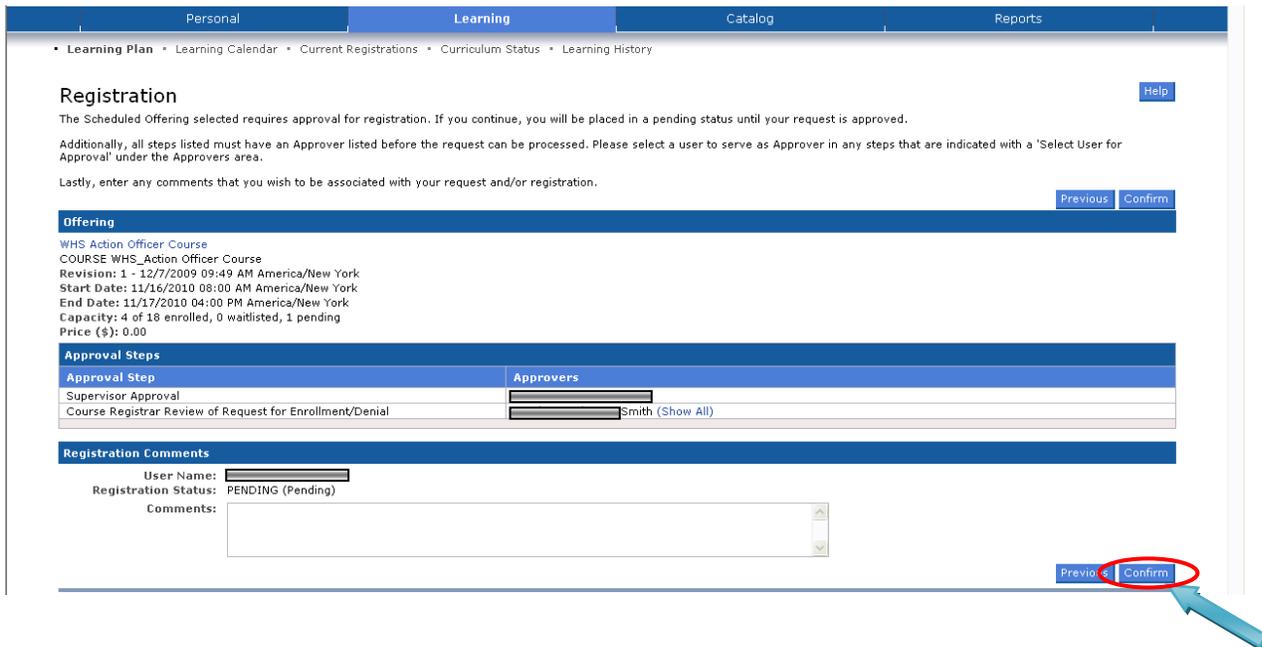
Once you have decided which session you wish to attend, click the **Register** button.

The screenshot shows the 'Registration' page for the 'WHS Action Officer Course'. It includes a breadcrumb trail: 'Learning Plan > Learning Calendar > Current Registrations > Curriculum Status > Learning History'. The page title is 'Registration' and it has a 'Help' button. Below the title, there is a 'Back' link and course information: 'WHS Action Officer Course', 'COURSE WHS\_Action Officer Course', 'Revision: 1 - 12/7/2009 09:49 AM America/New York', and 'Item Description: The WHS Action Officer course is designed to assist Action Officers become acquainted with specific WHS procedures. The focus of this two day interactive course is on handling correspondence within WHS. Pertinent topics include, WHS organizational structure, Writing for WHS, and SACCP.' There is a note: '-Entry Level DA&M/WHs Employees Only-' and another note: '\*\*\* If you require accommodation or special assistance please contact the course instructor \*\*\*'. The page is divided into sections: 'Assignment Information' (Required Date, Completion Date, Days Remaining, Assignment Type, Assignment Date, Assigned By), 'Current Registration', and 'Available Scheduled Offerings'. The 'Available Scheduled Offerings' section contains a table with columns: Day (s), Start, End, Location, Available Enrollment Seats, Price (\$), and Action. The table has one row with the following data: Day (s) is '2', Start is '11/16/2010 08:00 AM America/New York', End is '11/17/2010 04:00 PM America/New York', Location is 'Arlington, Virginia - Crystal Gateway One - Arlington Virginia', Available Enrollment Seats is '14', Price (\$) is '0.00', and the Action column contains 'View Details' and 'Register' buttons. The 'Register' button is circled in red, and a blue arrow points to it from the right side of the page.

A warning screen will appear to inform you that your registration for the course is pending until the course registrar approves your request and enrolls you in the course. Click the **Yes** button to proceed with the registration process.



Once you have clicked the **Yes** button, your registration page will appear with information regarding the course, the session you selected, and the approvers for your request. If all the information is correct and you wish to continue the registration process, click the **Confirm** button.



\*\*\*\*NOTE: If your supervisor is not identified in the LMS, the LMS will allow you to select your current first line supervisor. \*\*\*\*

This completes your registration request for the course. Your registration status will be listed as **PENDING** on your learning plan until the course registrar has approved your request and enrolled you in the course.

The screenshot shows the 'Learning' tab selected in the top navigation bar. Below the navigation bar, there is a breadcrumb trail: 'Learning Plan' > 'Learning Calendar' > 'Current Registrations' > 'Curriculum Status' > 'Learning History'. The 'Current Registrations' link is highlighted. The main content area is titled 'Registration' and includes a 'Help' button. Below the title, it says 'Registration Comments -- Finished'. The course details are: 'WHS Action Officer Course', 'COURSE WHS\_Action Officer Course', 'Revision: 1 - 12/7/2009 09:49 AM America/New York', 'Start Date: 11/16/2010 08:00 AM America/New York', 'End Date: 11/17/2010 04:00 PM America/New York', 'Capacity: 4 of 18 enrolled, 0 waitlisted, 2 pending', and 'Price (\$): 0.00'. A blue 'Success' banner is displayed, followed by a 'User Name:' field with a masked input. Below that, 'Registration Status: PENDING (Pending)' is shown and circled in red. A 'Comments:' field is also present.

You can check on the status of your request at any time once it has been submitted by clicking on **Current Registrations** from the submenu under the Learning tab.

This screenshot is similar to the one above, but the 'Current Registrations' link in the breadcrumb trail is circled in red. The rest of the page content, including the course details and the 'PENDING (Pending)' status, remains the same.

Once the course registrar has approved your request, you will receive an email from the Learning Center application stating that your request was approved. The course status on your Learning Plan will be updated to reflect an **Enrolled** status.

The screenshot shows the 'Learning Plan' page. At the top, there are navigation tabs: Personal, Learning, Career, Catalog, Reports, and My Employees. Below the tabs is a breadcrumb trail: Learning Plan > Learning Calendar > Current Registrations > Curriculum Status > Learning History > Record Learning > SF-182 Requests. The main heading is 'Learning Plan' with a 'Help' button. Below the heading is a description: 'This page displays the complete list of the items specifically assigned to you based on your learning needs. The list includes items that you are required to complete on a recurring basis as well.' There are two dropdown menus: 'Group Plan by: None' and 'Field Chooser'. Below these are links for '[Expand All]' and '[Collapse All]'. The main content is a table with the following columns: Title, Type, Required By, Status, Action, and Remove. The table contains several rows of course information. The row for 'WHS Action Officer Course' is highlighted with a red box. The status for this course is 'Enrolled'. At the bottom of the table, there are controls for 'Records per Page' (set to 10) and 'Page: 1 2 <Previous | Next> (11 total records)'.

| Title                     | Type | Required By | Status             | Action            | Remove |
|---------------------------|------|-------------|--------------------|-------------------|--------|
| ...                       | ...  | 12/16/2009  | In progress        | Go to Content     |        |
| ...                       | ...  |             | Enrolled           | View registration |        |
| ...                       | ...  |             | Must be registered | Offering Details  |        |
| ...                       | ...  |             | Must be registered | Offering Details  |        |
| ...                       | ...  |             | Must be registered | Offering Details  |        |
| ...                       | ...  |             | In progress        | Go to Content     |        |
| WHS Action Officer Course | ...  |             | Enrolled           | View registration |        |
| ...                       | ...  |             | In progress        | Go to Content     |        |
| ...                       | ...  |             | Available          | Go to Content     |        |
| ...                       | ...  |             | In progress        | Go to Content     |        |

If at anytime you wish to withdraw from the course you may do so from the **Current Registrations** page, you are able to see the status of your registration and withdraw from the course if desired by clicking the **Withdraw** button.

The screenshot shows the 'Current Registrations' page. At the top, there are navigation tabs: Personal, Learning, Catalog, and Reports. Below the tabs is a breadcrumb trail: Learning Plan > Learning Calendar > Current Registrations > Curriculum Status > Learning History. The main heading is 'Current Registrations' with a 'Help' button. Below the heading is a description: 'This page displays the list of Scheduled Offerings that you are registered for based on your learning needs. To view the details of a Scheduled Offering, click the Title link. If you are able to Withdraw from a Scheduled Offering without the assistance of an Administrator, you can select **Withdraw** from the drop down box and click **Go**.' Below the description is a table with the following columns: Title, Description, Start Date/Time, Facility & Location, Status, and Action. The table contains one row for 'WHS Action Officer Course'. The status for this course is 'Pending'. The 'Action' column for this row has a dropdown menu with 'Withdraw' selected, which is highlighted with a red circle and a blue arrow.

| Title                     | Description   | Start Date/Time                      | Facility & Location  | Status  | Action   |
|---------------------------|---|--------------------------------------|--|---------|----------|
| WHS Action Officer Course | This course is designed to assist Action Officers become acquainted with specific WHS procedures. | 11/16/2010 08:00 AM America/New York | Arlington, Virginia - Crystal Gateway One - Arlington Virginia | Pending | Withdraw |

If you have questions or need further assistance, please contact the LMS help desk at LMS@whs.mil.