

SEARCH FOR A COURSE AND REGISTER

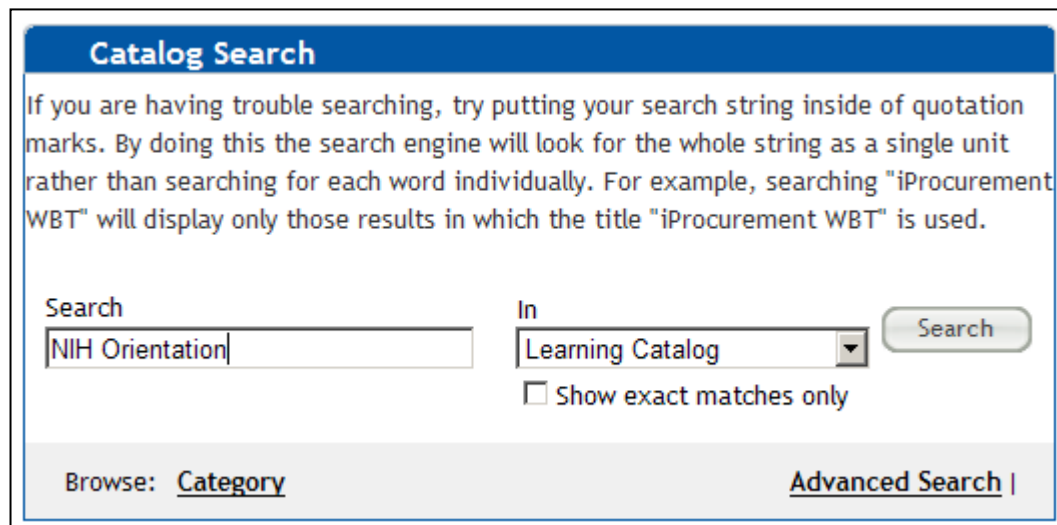
This tip sheet will guide you through the task of searching for and registering for a course using the simple and advanced search options.

Searching for a Course using the Simple Search

1. Log on to the LMS.

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

2. Locate the *Catalog Search* portlet on the **Home** tab.
3. Enter the *title of the course* you are searching for.



The screenshot shows a portlet titled "Catalog Search" with a blue header. Below the header is a text box containing instructions: "If you are having trouble searching, try putting your search string inside of quotation marks. By doing this the search engine will look for the whole string as a single unit rather than searching for each word individually. For example, searching 'iProcurement WBT' will display only those results in which the title 'iProcurement WBT' is used." Below the text are two input fields: "Search" with the text "NIH Orientation" and "In" with a dropdown menu showing "Learning Catalog". To the right of the "In" field is a "Search" button. Below these fields is a checkbox labeled "Show exact matches only". At the bottom left, there is a "Browse: [Category](#)" link, and at the bottom right, there is an "Advanced Search |" link.

Figure 1: Catalog Search portlet

4. Click **Search**.
5. A List of courses will be displayed, available for registration.

Searching and Registering for a Course Using the Advanced Search Function

1. Locate the *Catalog Search portlet* on the **Home** tab.

2. Click the **Advanced Search** link in the *Catalog Search* portlet.

Catalog Search

If you are having trouble searching, try putting your search string inside of quotation marks. By doing this the search engine will look for the whole string as a single unit rather than searching for each word individually. For example, searching "iProcurement WBT" will display only those results in which the title "iProcurement WBT" is used.

Search In

Show exact matches only

Browse: [Category](#) [Advanced Search |](#)

Figure 2: Catalog Search Portlet

3. Enter the appropriate search criteria for the course.
4. Click **Search Learning Catalog**.

Find Knowledge Resources - Advanced Search

You may use a percent sign % as a wildcard character.

[Courses](#) [Files](#) [Communities](#)
[Certifications](#) [Centra Recordings](#) [Wikis](#)
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Title Location

Keyword Delivery Type

Start Date >= Language

End Date <= Category

Facility Competency

Currency ID

Field of Study

[Simple Search](#) | [Configure](#) | [Save Search Query](#)

Figure 3: Advanced Search Screen

5. Results will appear below the search screen.

6. Click the **Register or Launch Content** link.

Courses												Calendar View	Print	Export	Modify Table
Showing 1 out of 1 results															
Title	Version	Delivery Type	Start Date	End Date	Session	Location	Facility	Language	Default Credits	Price	Actions				
NIH Orientation	1.0	Online Training						English		0.00 USD	Launch Content Add to Plan				

Figure 4: Advanced Search results screen

IMPORTANT: Courses that have tuition will also need a NIHITS nomination approved to complete the registration process.

If you experience trouble with this process, please contact the NIH helpdesk for support at LMSSupport@mail.nih.gov.