1. Enter the url:  http://hhsu.learning.hhs.gov/Learning/index.asp
2. Select HHS Learning Portal in the center of the window
3. Login options. Select NIH as the OpDiv. Then Select NIH Login.

3a. This message may pop up. Just click Yes two times.

3b. Select Agree to the Government Warning declaration. This warning banner may or may not appear based on where you are accessing the training remote or onsite.

3c. Login.
4. Select the Learning tab.

5. Select Search Catalog. Keywords such as Microsoft, MS SQL, Adobe, Win 7, Win 8, Oracle, Network, CompTIA, SharePoint all will provide class lists.

6. Select the title of the course you wish to register.

7. Select Launch Content.

7 a. You might get Pop-up message: “Allow once or Always allow”.
8. Select Play this course.

9. Select the version you wish to complete.

9a. You might get this Pop up message and select “Later”.
10. Select run to start the Java Player.

10a: Pop up message: Click “Allow”.

11. Select Standard Course Play.

12. Courses will list in your transcripts and order history.