

# 2024 Supervisors and Managers: What You Need to Know about Whistleblower Protection, Prohibited Personnel Practices, and Retaliation

Target Audience: Supervisory Codes 1, 2 & 4

Due: April 30, 2024

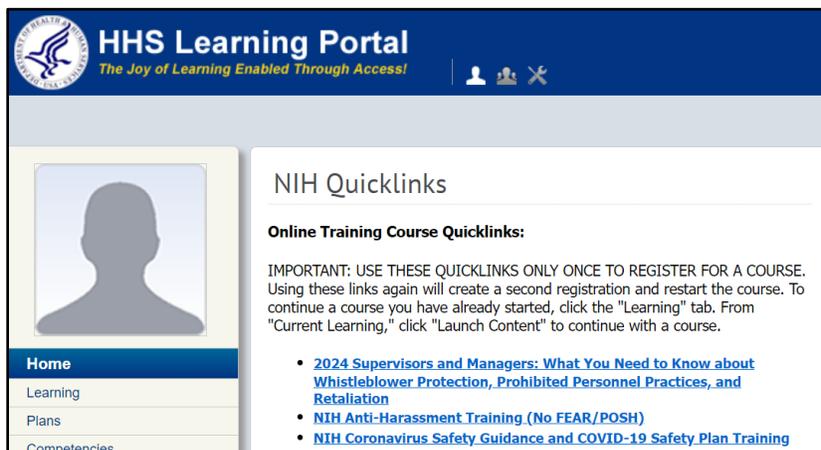
## Technical Tips

### INTRODUCTION

This guidance provides tips to help alleviate common HHS Learning Portal (LMS) technical issues and points of contact.

### LAUNCHING THE ONLINE COURSES

1. Login to the [HHS Access Management System](#) with your HHS Badge (PIV) or NIH credentials.
2. If prompted, select **HHS Learning Portal (LMS)** under the “Open Access” section.
3. On the LMS Homepage, locate the **NIH Quicklinks** section. Your NIH Quicklinks may be on a different part of the screen.



4. Click on “**2024 Supervisors and Managers: What You Need to Know about Whistleblower Protection, Prohibited Personnel Practices, and Retaliation**” link
5. Choose “**Register and Launch**” located in the box to the right

### TECHNICAL TIPS

- Windows users access via Google Chrome or Microsoft Edge.
- Mac users access via Google Chrome or Safari
- Turn **OFF** all Pop-up Blockers
- Unfortunately, the LMS is not mobile-ready. This means that if someone completes the training on their devices, it will **NOT** mark complete. The trainings will need to be manually marked complete.

### COMPLETING THE COURSE, SUPERVISORY CLPs & PRINTING YOUR CERTIFICATE

- Select **EXIT** and close all open windows for the LMS to update your transcript.
- You will receive **0.50 NIH Supervisory CLPs**.
- If your completion does not automatically appear, give the LMS about an **hour** to update

- In order to print your certificate, please use the following reference guide: [View Your Completed Learning](#).

#### **ADDITIONAL ASSISTANCE**

- For questions pertaining to the content in the course, please contact Angela Marshall ([Angela.Marshall@nih.gov](mailto:Angela.Marshall@nih.gov)).
- For LMS technical questions and technical support, submit an [HR Systems Support Ticket Form](#).
- For non-LMS related technical issues (pop-up blocker, for instance) with your equipment, please contact the NIH IT Service Desk via <http://itservicedesk.nih.gov> for assistance.