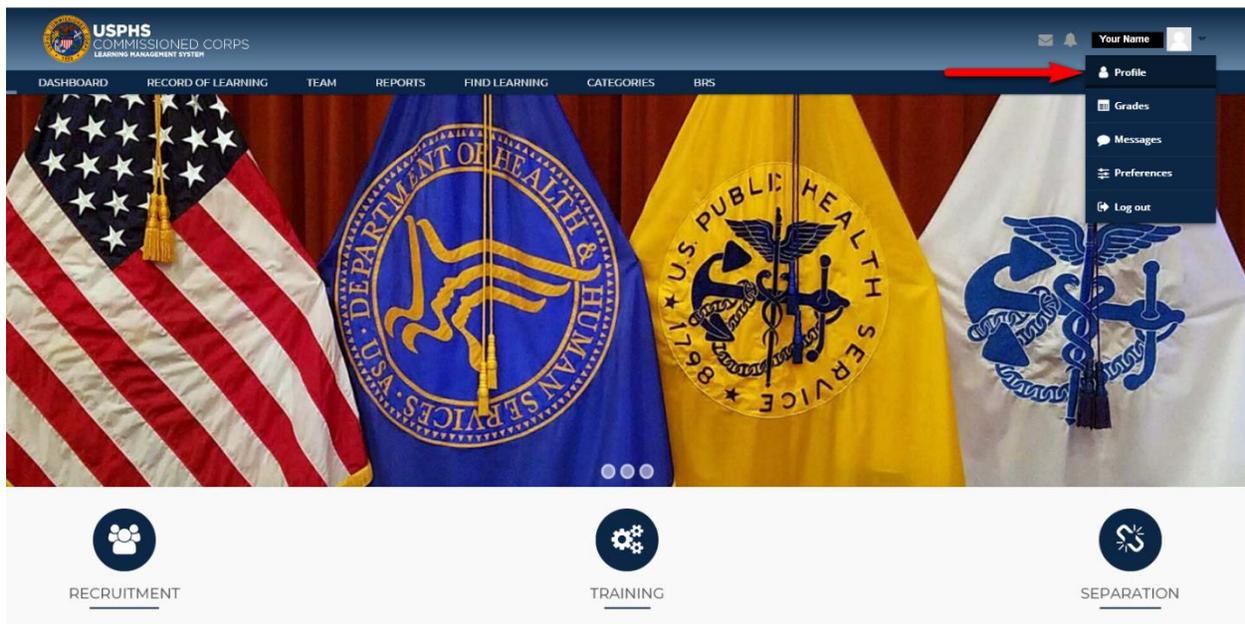


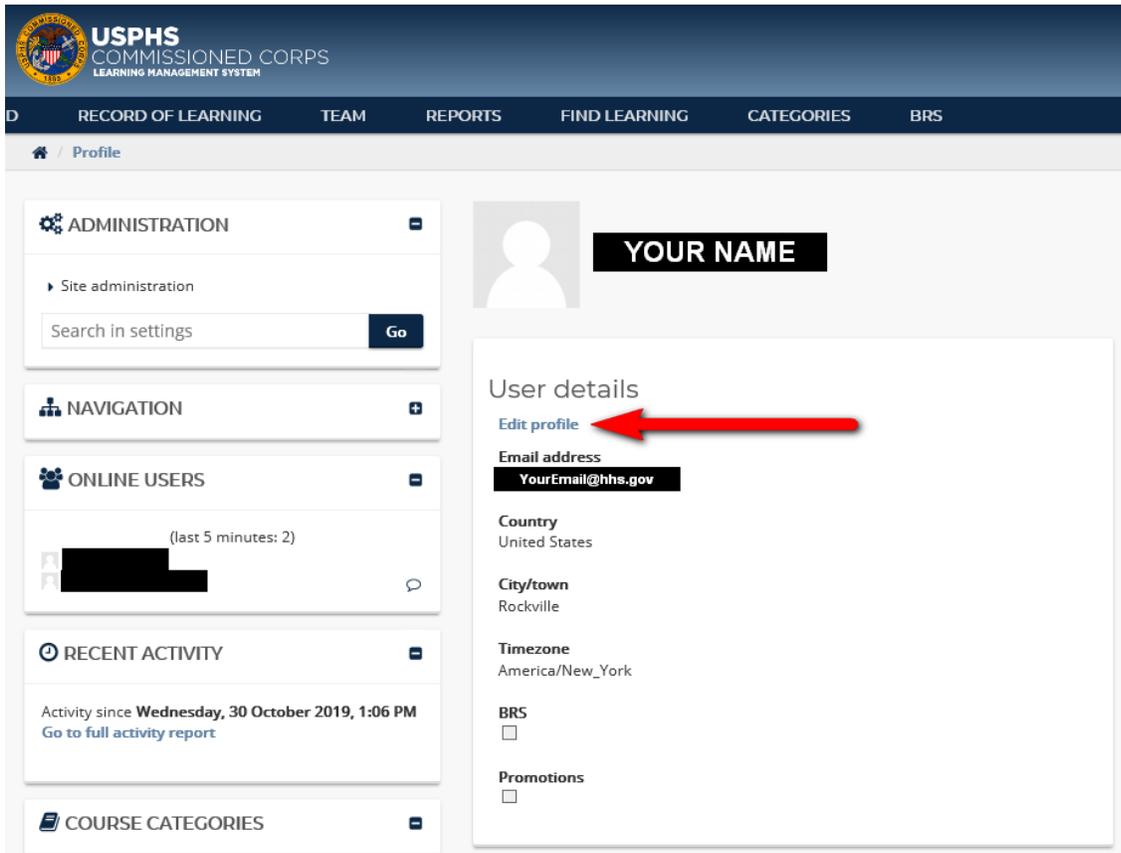
1. Navigate to <https://uspstraining.hhs.gov/login/index.php>
2. Enter your PHS number as the Username (A) and the password provided (B) and click "LOG IN" (C)

The screenshot shows the 'LOG IN' page of the USPHS Learning Management System. It features a 'Username' field with a red circle 'A' around the input area, a 'Password' field with a red circle 'B' around the input area, and a 'LOG IN' button with a red circle 'C' around the text. Below the password field is a checked checkbox for 'Remember username'. Underneath the login button, there is a link for 'Forgotten your username or password?' and a message 'Cookies must be enabled in your browser'. At the bottom, there is a note 'Some courses may allow guest access' and a 'LOG IN AS A GUEST' button.

3. In the upper right side of the screen, select "Profile" from the drop-down menu

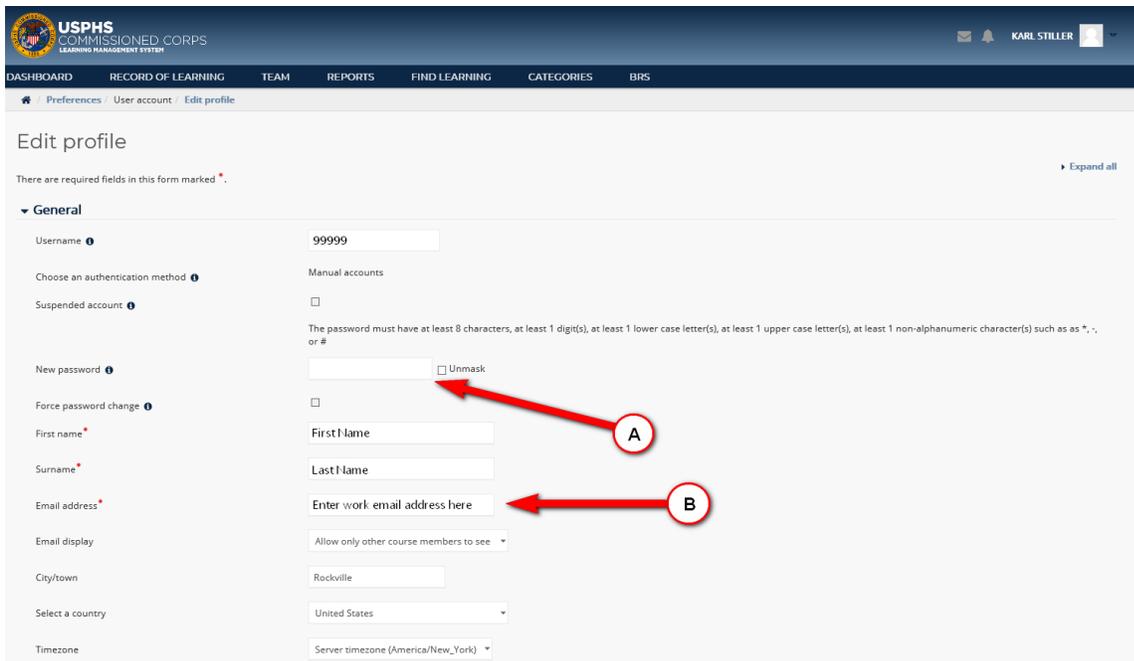


4. Click on "Edit profile"



The screenshot shows the USPHS Commissioned Corps Learning Management System dashboard. The navigation bar includes links for RECORD OF LEARNING, TEAM, REPORTS, FIND LEARNING, CATEGORIES, and BRS. The main content area is titled 'Profile' and contains several sections: ADMINISTRATION (Site administration), NAVIGATION, ONLINE USERS (last 5 minutes: 2), RECENT ACTIVITY (Activity since Wednesday, 30 October 2019, 1:06 PM), and COURSE CATEGORIES. On the right, the 'User details' section is visible, featuring a profile picture placeholder labeled 'YOUR NAME' and a list of user information: 'Edit profile' (with a red arrow pointing to it), 'Email address' (YourEmail@hhs.gov), 'Country' (United States), 'City/town' (Rockville), 'Timezone' (America/New_York), 'BRS' (checkbox), and 'Promotions' (checkbox).

5. Update your password (A) and enter your work email address (B), and make any other needed edits to your profile information



The screenshot shows the 'Edit profile' form in the USPHS Commissioned Corps Learning Management System. The form is titled 'Edit profile' and includes a 'General' section with the following fields: Username (99999), Choose an authentication method (Manual accounts), Suspended account (checkbox), New password (with an 'Unmask' checkbox and a red arrow labeled 'A' pointing to it), Force password change (checkbox), First name, Surname, Email address (with a red arrow labeled 'B' pointing to it and the text 'Enter work email address here'), Email display (Allow only other course members to see), City/town (Rockville), Select a country (United States), and Timezone (Server timezone (America/New_York)).

6. At the bottom of the page, click on "Update profile"

▼ **User picture**

Current picture: None

New picture  Maximum size for new files: Unlimited, maximum attachments: 1

Files



You can drag and drop files here to add them.

Picture description:

► **Additional names**

► **Interests**

► **Aspirational position**

► **Optional**

► **Custom Fields**

