



Pathlore Learning Management System

Pathlore User Job Aids

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- [Viewing Transcripts](#)
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- [System Help/Support](#)

Logging into Pathlore for the First Time

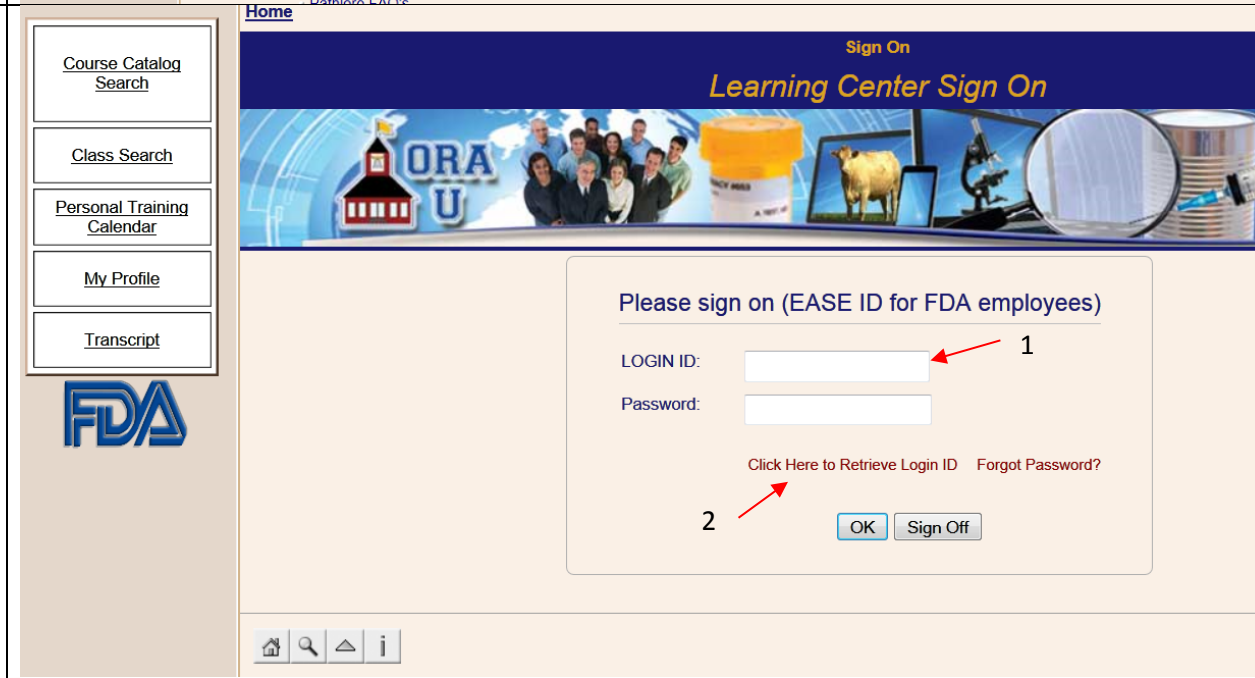
Click on the link or copy and paste it into your Internet browser to go to Pathlore.

<http://orauportal.fda.gov/stc/ora>

On the Pathlore home page select the "Sign On" link at the top of the page.



- (1) If you know your login ID and password enter them in the login boxes.
- (2) If you do not know your user ID, or have forgotten it, choose the "Click here to Retrieve Login ID" link.



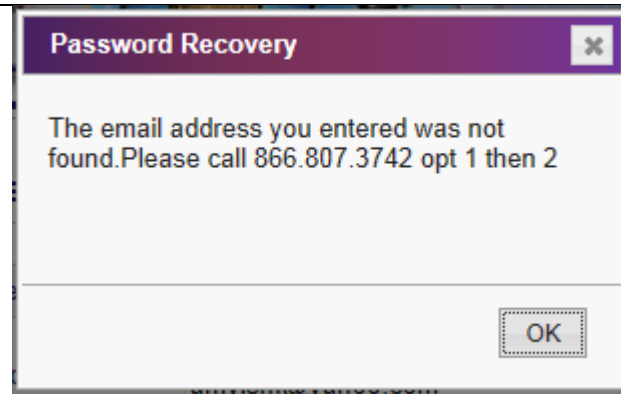
Enter your email address, and choose "OK". Your login ID will be sent to your email address if it matches the email address in Pathlore.

If you do not receive the email within 15 -20 minutes, please contact the Pathlore Help Desk: appsdesk@fda.hhs.gov or call the Help Desk at 866-807-3742, option 1, then 2.



If your email address is not found you may have a previous email address on file if you have changed organizations. Enter your previous email address to find if it matches our records, otherwise contact our help desk at the number displayed.

If a former email address matches our records but you cannot access it, contact our help desk to update your profile.



If your email address is found, and you know your User id and password, select "Sign On" to return to the log-in page. Enter your User ID and password then select OK.

Home

Sign On
Learning Center Sign On

Course Catalog Search

Class Search

Personal Training Calendar

My Profile

Transcript

FDA

Password Recovery

Please enter your email address and Login ID to recover your password

Email Address: *

LOGIN ID: *

OK Cancel

Home Search Home Information

[Return to top](#)

Resetting a forgotten password

Go to the Welcome page, and Select the Sign On link in the upper right corner.

Class Search

Course Search

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Your Profile

Development Plan

Transcript

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FDA

DHRD Pathlore Learning Center

Sign On | Sign Off

Main Menu:

Search

- DHRD Course Catalog
- DHRD Instructor Led Classes
- DHRD Available Curriculums and Programs

Your Training Information

- Personal Training Calendar
- Training Transcript
- Resume Online Learning
- Assigned Programs or Curriculums
- My Profile

Additional Learning Management Systems

- ComplianceWire
- HHS LMS

Home Search Home Information

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On the sign on page select “Forgot Password”.

Home

Sign On

Learning Center Sign On

Please sign on (EASE ID for FDA employees)

LOGIN ID:

Password:

[Click Here to Verify Login ID](#) [Forgot Password?](#)

Enter your email address and Login ID to recover your password. Your temporary password will be emailed to the email address in your Pathlore profile.

Once you click OK you will see the password recovery notice; select “OK” to return to the logon page.

Home

Sign On

Learning Center Sign On

Please sign on (EASE ID for FDA employees)

LOGIN ID:

Password:

[Click Here to Verify Login ID](#) [Forgot Password?](#)

If you do not receive your temporary password within 15 -20 minutes, please contact the Pathlore Help Desk:
appsdesk@fda.hhs.gov
or call the Help Desk at 866-807-3742, option 1, then 2.

Password Recovery


Your request was successful. Please check your email shortly for a message containing your temporary password.

Once you receive your temporary password enter your user ID and temporary password then select OK.



After logging in you will be asked to change your password.

Password format requirements are: must be 8 or more characters, and contain at least one upper case, one lower case, and one special character.



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Viewing Transcripts

After logging into Pathlore choose the "Transcript" link in the left menu.



Your transcript will be displayed on the following page.

You can also view your training calendar and add self-reported training from this page.

Course Code	Name	Start Date	End Date	Status	GEUs
TBD1	FDA Module on Food Allergens	12/01/2013	11/30/2014	Enrolled	0.00
TBDONLINE	National Shellfish Sanitation Program Overview	12/01/2013	12/01/2014	Finished	0.00
AD120	Compensatory Time Keeping DHRD	09/01/2013	09/07/2014	Finished	0.00

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Searching for Courses/Classes

Go to the Pathlore welcome page:
<http://orauportal.fda.gov/stc/ORA/>

You can use the search function **without** logging into Pathlore or after you log in.

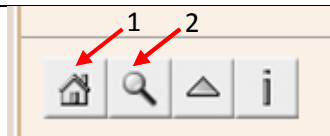
To search for courses choose “Course Search” or “DHRD Course Catalog.” These options will both take you to the course search page.

** This search will return results containing course description, objectives and general prerequisites.

Main Menu:

- Search**
 - [DHRD Course Catalog](#)
 - [DHRD Instructor Led Classes](#)
 - [DHRD Available Curriculums and Programs](#)
- Your Training Information**
 - [Personal Training Calendar](#)
 - [Training Transcript](#)
 - [Resume Online Learning](#)
 - [Assigned Programs or Curriculums](#)
 - [My Profile](#)
- Pathlore LMS Help**
 - [System Help/Support](#)
 - [Pathlore Job Aids](#)
 - [Pathlore FAQ's](#)

The shortcut buttons at the bottom of the page can also be used to return to the home page (1) or go to the course search page (2).



On the course search page you can choose the parameters to search including key words, course ID and category.

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[Class Search](#)
[Course Search](#)
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FDA

Course Search

Select the category or search the names of courses for specific words.

Search

Search For: [Search](#) [Past Searches](#) ▾

Find training that has: ☒ All of these words
☐ One or more of these words

Additional Search Options

Category:

Course Identifier:

Type of Course:

Instructor:

Limit scheduled training to the following date range

From (today or later) 07/28/2014 To

Recent **Favorites**

There are no recently accessed items to display yet.

To search for on-line course only, choose "On Demand" in the "Type of Course" drop down menu.

[Course Catalog Search](#)
[Class Search](#)
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[Transcript](#)

FDA

Course Search

Search

Search For: [Search](#) [Past Searches](#) ▾

Find training that has: ☒ All of these words
☐ One or more of these words

Additional Search Options

Category:

Course Identifier:

Type of Course:

DHRD Training Officer:

Limit scheduled training to

From (today or later) 10/10

Recent **Favorites**

There are no recently accessed items to display yet.

By clicking the search button, without entering any information, Pathlore will return a list of all courses.



This icon indicates that there is an active class scheduled. If you click on this icon you will be directed to the page with the detailed information about that class.

To search for a specific class, or to view the current schedule choose "Class Search."

[Course Catalog Search](#)
[Class Search](#)
[Personal Training Calendar](#)
[My Profile](#)
[Transcript](#)

Home > Course Search

Sign On
All Courses

Select a course for more information. [Search Again](#)

Showing Page 1 of 21

	Course ID	Course Name	Type of Course	Commodity Area	Next Availability
SELECT	PHDV79	A Step-by-Step Approach to Process Validation	Web Based		On demand
SELECT	EH502	Active Listening Skills	Web Based		On demand
SELECT	DG330	Active Pharmaceutical, Pre-Approval and Sterile Inspections	Classroom	Drugs	05/09/2016
SELECT	DG6006L	Administrative Key Points for External GDUFA CSO Hires - Session 6	Live Webinar	Drugs	On demand
SELECT	LB305	Advanced Chromatography	Classroom	Laboratory	No classes scheduled
SELECT	BR301	Advanced Clinical Bioresearch Monitoring	Classroom	Bioresearch	No classes scheduled
SELECT	LB404	Advanced Elemental Analysis	Classroom	Laboratory	No classes scheduled
SELECT	IM212	Advanced Import Investigations	Classroom	Imports	05/23/2016
SELECT	ER400	Advanced Incident Command System and General Staff - Complex Incidents (ICS-400)	Classroom	Emergency Response & Investigations	04/26/2016
SELECT	LB403	Advanced Mass Spectrometry	Classroom	Laboratory	04/11/2016

Amy Mason

DHRD Pathlore Learning Center

Main Menu:

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- [DHRD Course Catalog](#)
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- [Assigned Programs or Curriculums](#)
- [My Profile](#)

Additional Learning Management Systems

- [ComplianceWire](#)
- [HHS LMS](#)

- (1) On the class search page select "All Classes."
- (2) If you would like to search for a specific topic or subject, Input keywords you would like to search.
- (3) Select the date range you would like to search.

This search will include detailed information about classes including dates, times and locations.

Home

Class Search

Course Search

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FDA

Amy Mason
Class Search

Select the category or search the names of classes for specific words and limit the range of class start dates.

All Classes 1

Search for these words: 2

Search All Words ☒ Search Any Words ☐ Locator Number: ☐ 3

From (today or later) 07/28/2014 To 12/12/2014

GO!

When the results are returned, click the "select" button next to the title to view the class page.

Home > Class Search

Sign On

All Classes

Select a class for more information or to change a registration. [Search Again](#) | [Calendar View](#)

	Course ID	Class Name	Start Date	End Date	Class Status	Type of Course	CEUs	Commodity Area	Training Officer	Available Seats	Class Location City	Class Loc. State
SELECT	MG130	Soft Skills for Supervisors	10/06/2015	12/08/2015	Class is Active	Blended Learning	0.00	Supervisory/Management	Joe Maher	50	Cincinnati	OH
SELECT	ER967	Incident Command System – Position Specific: Logistics Section Chief	10/20/2015	10/22/2015	Class is Active	Classroom	0.00	Emergency Response & Investigations	Deena D'Addario	27	Rockville	MD
SELECT	IM116L101	International Mail Facility Process Review and Lesson Learned Webinar	10/20/2015	10/20/2015	Class is Active	Live Webinar	0.00	Imports	Sherrona Robinson-Kinney	50		
SELECT	IM116L101	International Mail Facility Process Review and Lesson Learned Webinar	10/21/2015	10/21/2015	Class is Active	Live Webinar	0.00	Imports	Sherrona Robinson-Kinney	50		
SELECT	AD112	Freedom of Information Act (FOIA)	10/22/2015	10/22/2015	Class is Active	Live Webinar	0.00	Administrative	Sondra Rates	62		
SELECT	FD180	Food Good Manufacturing Practice, Application and Evidence Development	10/27/2015	11/04/2015	Class is Active	Classroom	0.00	Food	Janet Williams	32	San Antonio	TX

FDA

Other useful direct links

- [Course search screen](#)
- [Class schedule](#)

[Return to top](#)

Viewing Information on the Class Page

When you find a course you want to view in your search results and choose the “Select” button for that course, you will go to the course information page.

On this page there are links to course learning objectives and target audience. There is also a link to the course schedule. If there are current classes scheduled you will see a link for “Class Schedule.”

On the class schedule page you will see details for each current class.

When the “Select” button is clicked you will be directed to the class page with additional information, including the course announcement, and registration information (you must be logged in to view registration information.)

Course Catalog Search

Class Search

Personal Training Calendar

My Profile

Transcript

FDA

HOME > COURSE SEARCH > SEARCH RESULTS

Amy Mason ▾

Incident Command System – Position Specific: Planning Section Chief

Here is more information about this course:

Class Schedule

Course Detail

Prerequisites

Objectives and Audience

Course Description

General Prerequisites

Course Data

Class List

Select a class for more information or to change a registration.

	Course ID	Class Name	Start Date	End Date	Class Status	Type of Course	CEUs	Commodity Area	Training Officer	Available Seats	Class Location City	Class Loc. State
<input checked="" type="checkbox"/>	ER962	Incident Command System – Position Specific: Planning Section Chief	12/01/2015	12/03/2015	Class is Active	Classroom	0.00	Emergency Response & Investigations	Deena D'Addario	32	Rockville	MD

Incident Command System – Position Specific: Logistics Section Chief

Supervisory concurrence is required for this class.

Status in class: None

Registration approval is required for this class.

Cannot enroll: prerequisites not satisfied.

Class Detail

Prerequisites

Course Description

General Prerequisites

Course Announcement

Objectives and Audience

Target Audience:

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Printing Your Transcript

After logging into Pathlore choose the "Transcript" link in the left menu.

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DHRD Pathlore Learning Center



Main Menu:

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- [Assigned Programs or Curriculums](#)
- [My Profile](#)

Additional Learning Management Systems


- [ComplianceWire](#)
- [HHS LMS](#)

Once on your transcript page go to "File" on the top menu bar and choose print.

Learning Center - Windows Internet Explorer

http://orauportal.fda.gov/stc/ORA/psciis.dll?linkid=508251&mainmenu=ORA&top_frame=1

File Edit View Favorites Tools Help

- New Tab Ctrl+T
- Duplicate Tab Ctrl+K
- New Window Ctrl+N
- New Session
- Open... Ctrl+O
- Edit with Microsoft Word
- Save Ctrl+S
- Save As...
- Close Tab Ctrl+W
- Page Setup...
- Print...  Ctrl+P
- Print Preview...
- Send
- Import and Export...
- Properties
- Work Offline
- Exit

ORA U

ect a class for more information or to change a registration.

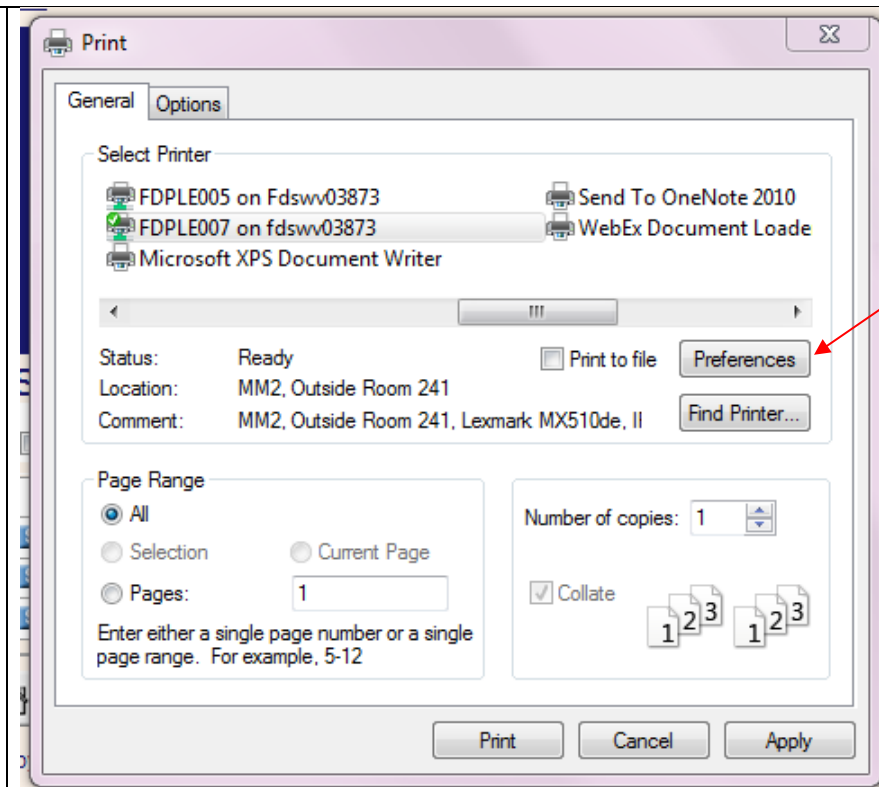
ow Self Reported Training Only

Course Code	Name
TBD1	FDA Module on Food Allergens
TBDONLINE	National Shellfish Sanitation Program Overview
AD120	Compensatory Time Keeping DHRD

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To print your transcript you will need to change your printer options to print in landscape format.

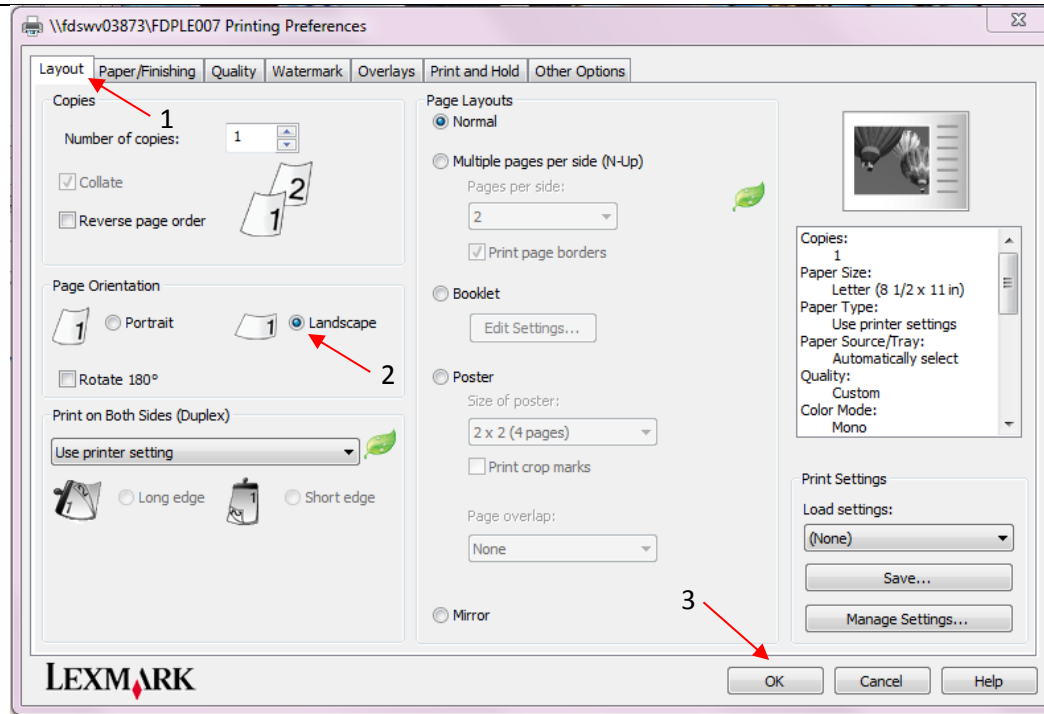
To change your printer options choose "Preferences."



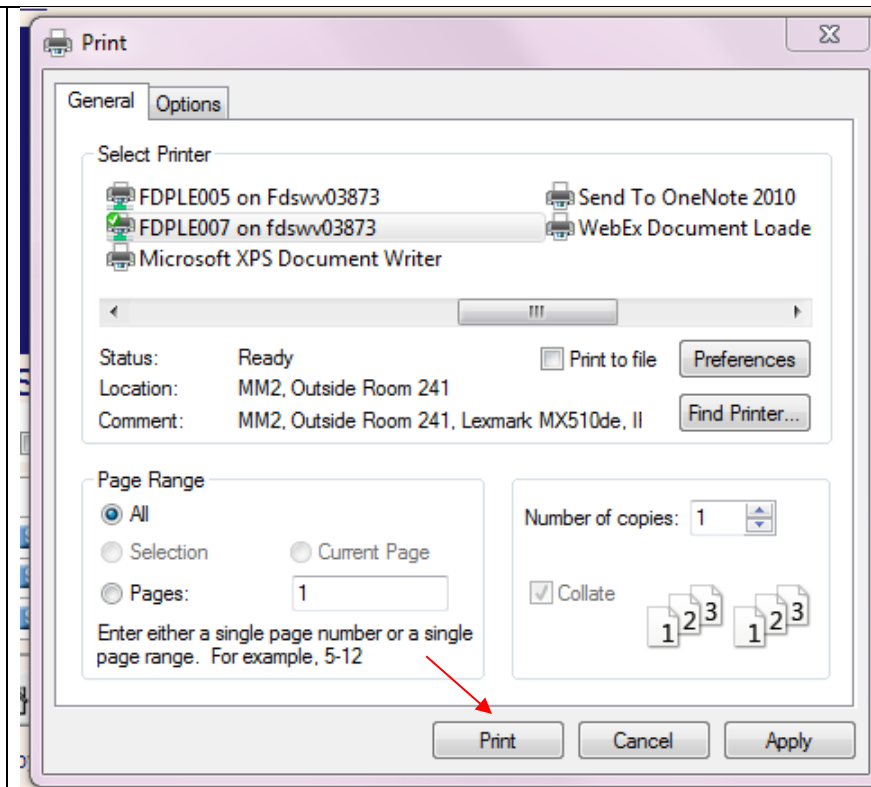
Choose the "Layout" tab. (1) This window may look different from the window you see depending upon the type of printer you are using.

Under the layout tab you will see options for "Portrait" and "Landscape," choose the landscape option. (2)

Select "OK." (3)



Select "Print."



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System Help/Support

Contact Information

appsdesk@fda.hhs.gov

OR call 866-807-3742, option 1, then 2

LMS Helpdesk Hours of Operation*

Monday – Friday

9:00AM – 5:00PM EST

* Except for holidays observed by the Federal Government