



Pathlore Learning Management System

Pathlore User Job Aids

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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.

Course Catalog Search

Class Search

Personal Training Calendar

My Profile

Transcript

FDA

Sign On

DHRD Pathlore Learning Center

Main Menu:

Search

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Your Training Information

- ↳ [Personal Training Calendar](#)
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- ↳ [Resume Online Learning](#)
- ↳ [Assigned Programs or Curriculums](#)
- ↳ [My Profile](#)

Pathlore LMS Help

- ↳ [System Help/Support](#)
- ↳ [Pathlore Job Aids](#)
- ↳ [Pathlore FAQs](#)

- (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.

Course Catalog Search

Class Search

Personal Training Calendar

My Profile

Transcript

FDA

Home

Sign On

Learning Center Sign On

Please sign on (EASE ID for FDA employees)

LOGIN ID:

Password:

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

OK Sign Off

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.

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Sign On

Learning Center Sign On

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Request Login ID

Please enter your email address to have your Login ID sent to you

Email Address: *

OK Cancel

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.

Password Recovery

The email address you entered was not found. Please call 866.807.3742 opt 1 then 2

OK

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.

The screenshot shows the 'Learning Center Sign On' page. On the left is a navigation menu with links for 'Course Catalog Search', 'Class Search', 'Personal Training Calendar', 'My Profile', and 'Transcript', along with the FDA logo. The main content area features a 'Password Recovery' form with the instruction 'Please enter your email address and Login ID to recover your password'. The form includes input fields for 'Email Address: *' and 'LOGIN ID: *', and 'OK' and 'Cancel' buttons. A 'Sign On' link is visible in the top right corner of the page header.

[Return to top](#)

Resetting a forgotten password

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

The screenshot shows the 'DHRD Pathlore Learning Center' main menu. On the left is a navigation menu with links for 'Class Search', 'Course Search', 'Training Calendar', 'Your Profile', 'Development Plan', 'Transcript', and 'FAQs', along with the FDA logo. The main content area displays a 'Main Menu' with sections for 'Search', 'Your Training Information', and 'Additional Learning Management Systems'. A red arrow points to the 'Sign On | Sign Off' link in the top right corner of the page header.

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?](#)

Password Recovery

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

OK

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.

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

Home Sign On | Sign Off

Learning Center Sign On

Please sign on:

EASE ID:

Password:

FDA

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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.

Learning Center

Home

Learning Center Sign On

Your password has expired. You must change your password to continue.

Old Password:

New Password:

Verify Password:

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Viewing Transcripts

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

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DHRD Pathlore Learning Center

Home

Main Menu:

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- [My Profile](#)

Additional Learning Management Systems

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

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 | CEUs |
|-------------|--|------------|------------|----------|------|
| 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.

Sign On

Search

- [DHRD Course Catalog](#)
- [DHRD Instructor Led Classes](#)
- [DHRD Available Curriculums and Programs](#)

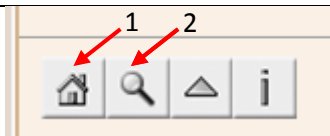
Your Training Information

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

Pathlore LMS Help

- [System Help/Support](#)
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- [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.

Home

Class Search
Course Search
Training Calendar
Your Profile
Development Plan
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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: All Courses ▾

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
Personal Training Calendar
My Profile
Transcript

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: All Courses ▾

Course Identifier:

Type of Course: **O On Demand** ▾

DHRD Training Officer:

Limit scheduled training to

From (today or later) 10/0

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.

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



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 |

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

- [Class Search](#)
- [Course Search](#)
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Main Menu:

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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.

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

| | 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 |

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."

[Course Catalog Search](#)
[Class Search](#)
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HOME > COURSE SEARCH > SEARCH RESULTS

Amy Mason ▾

Incident Command System – Position Specific: Planning Section Chief

Here is more information about this course: [★ Add to favorites](#)

[Class Schedule](#) ←

Course Detail Prerequisites

Objectives and Audience
Course Description
 This course is designed to provide an in depth understanding of the duties, responsibilities and capabilities of an effective Planning Section Chief on an Incident Management Team. These responsibilities include: collecting, evaluating, planning and disseminating tactical planning information pertinent to incidents. Participants will learn the skills required to maintain incident information and intelligence on the current and forecasted situation and to accurately monitor the status of resources assigned to the incident. Exercises, simulations, discussions and a final exam will enable participants to process and apply the knowledge.

General Prerequisites

1. ICS-100 Introduction to the ICS
2. ICS-200 Basic ICS
3. ICS-300 Intermediate ICS for Expanding Incidents ER-300
4. ICS-400 Advanced Incident Command Structure ER-400
5. ICS-700 National Incident Management System (NIMS), An Introduction
6. ICS-800 National Response Framework, An Introduction

Course Data

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

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



AMY MASON ▾

Class List

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

Home Search Up Down Info

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](#)



AMY MASON ▾

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

1. Understand the duties and responsibilities of a Logistics Section Chief during incident management operations
2. Describe the relationship between the Incident Commander and the Logistics Section Chief
3. Describe the duties of the incumbent positions in relationship to the other members of the Command and General Staff
4. Understand the integration of FDA emergency operations and those being conducted by other governmental entities at the Federal, State, and Local levels;
5. Be able to perform, with help from a mentor or qualified trainer as a Logistics Section Chief or Deputy in an actual emergency situation.

Target Audience:
 *This course is appropriate for FDA personnel that will play an active role in an incident response during an emergency situation. Once trained, personnel will be expected to fill the role of Logistics Section Chief or Deputy Logistics Chief. Additional classroom (ICS 420) and on-the-job training will also be required for these positions. These individuals will also

Home Search Up Down Info

Printing Your Transcript

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



[Class Search](#)

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FDA

DHRD Pathlore Learning Center

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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://oraportal.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...
- Print Preview...
- Send
- Import and Export...
- Properties
- Work Offline
- Exit

ORA U

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

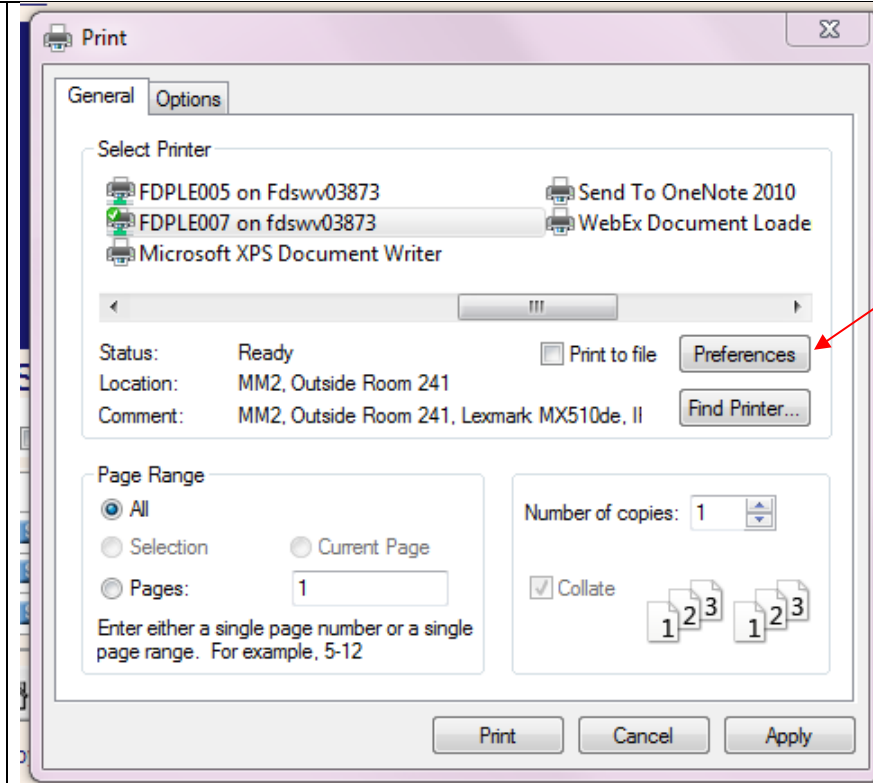
ow Self Reported Training Only

| 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.

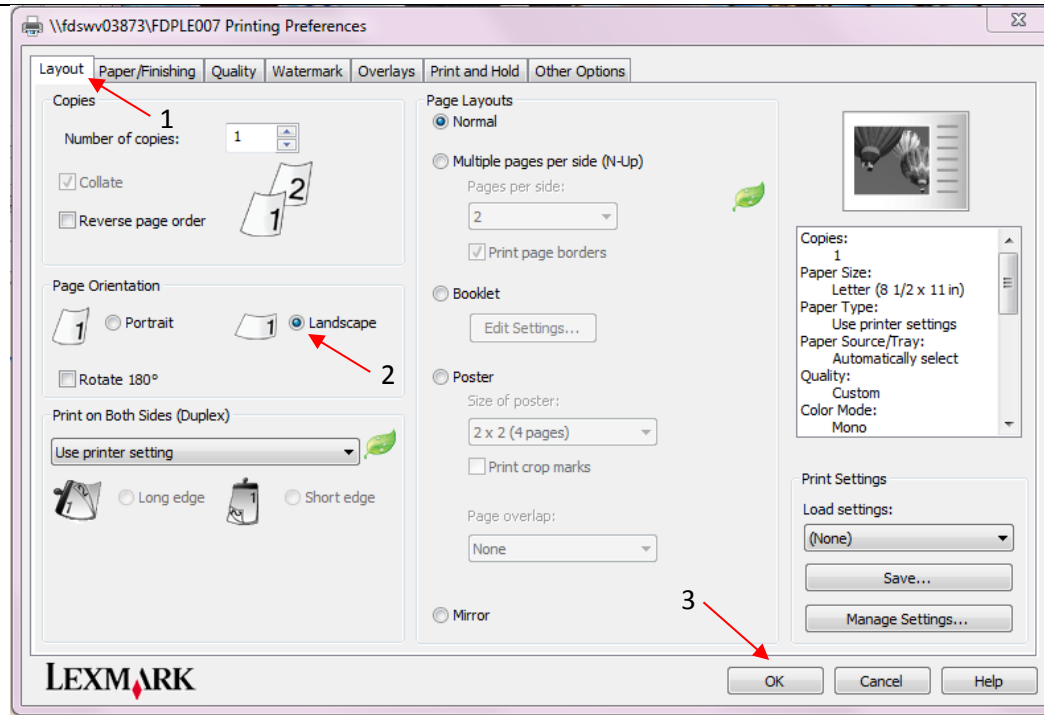
To change your printer options choose "Preferences."



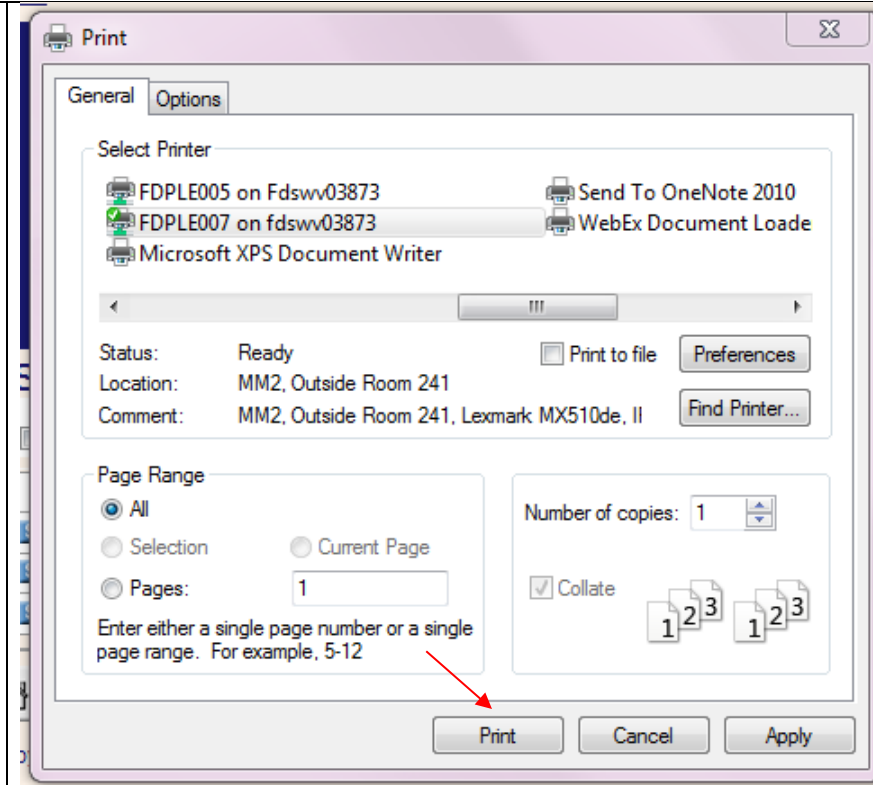
Choose the “Layout” tab. (1) This window may look different from the window you see depending upon the type of printer you are using.

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