Pathlore Learning Management System

Pathlore User Job Aids

- Logging into Pathlore for the First Time
- Finding your Pathlore User ID
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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.

(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.

Resetting a forgotten password

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

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.

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.

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.

**Searching for Courses/Classes**

Go to the Pathlore welcome page: [http://orauportal.fda.gov/stc/ORAC](http://orauportal.fda.gov/stc/ORAC)

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.

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.

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

Other useful direct links
- Course search screen
- Class schedule
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.)
Printing Your Transcript

After logging into Pathlore choose the “Transcript” link in the left menu.
Once on your transcript page go to “File” on the top menu bar and choose print.
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.”

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