



Frequently Asked Questions (FAQs)

Buyer Contracts Course

How do I get access to PRISM?

Request [Access to PRISM](#) upon course completion by completing the Buyer Contracts User Access form and attaching your LMS completion documentation.

What do I need to score to pass the Buyer Contracts Course?

After completing all modules, launch and complete the Final Assessment. You must receive a score of 70% or greater to receive credit for the course.

There are too many acronyms for me to remember. Is there an [Acronym Cheat Sheet](#)?

Yes.

Where's the link to the course?

Register and launch the Buyer Contracts Course via the [HHS Learning Portal \(LMS\)](#). You can search for the course in the Learning Catalog by entering "NIH NBS Buyer Contracts Course" in the search field.

I'm having some trouble with the course. Who do I contact?

[NBS IT Support](#)

For NIH Business System support or questions

[Course Accessibility POC](#)

For any accessibility-related questions or needs

[HR Systems Support Help Desk \(HRSS\)](#)

For any LMS-related questions or support



I'm having trouble getting my course completion verified. How do I do that?

To verify your course completion and obtain NBS system access, users must complete the following steps:

1. Confirm you have successfully completed all Buyer Contracts Course modules.

Results by Module			
Module	Requirement	Completion Status	Details
BC Module 1: NIH Business System Overview	Required	Successful	Attempts Allowed: Unlimited Score: 100.00
BC Module 2: Introduction to PRISM	Required	Successful	Attempts Allowed: Unlimited Score: 100.00
BC Module 3: Pre-Award	Required	Successful	Attempts Allowed: Unlimited Score: 100.00
BC Module 4: Creating A Contract_V3	Required	Successful	Attempts Allowed: Unlimited Score: 100.00
BC Module 5: Administering And Modifying Contracts	Required	Successful	Attempts Allowed: Unlimited Score: 100.00
BC Module 6: Contract Closeout	Required	Successful	Attempts Allowed: Unlimited Score: 100.00

2. Complete the Buyer Contracts Course Final Assessment.
 - o Select "Launch Content."

BC Module 6: Contract Closeout	Content Module	Required	Attempts Allowed: Unlimited Score: 100.00	Successful	08/08/2016	Launch Content more actions
Buyer Contracts Course Final Assessment	Content Module	Required	Attempts Allowed: Unlimited Mastery Score: 70.00 Score: 73.00	Not Evaluated		Launch Content more actions

[Cancel](#)

- o View the Concept page, then select the **Final Course Assessment** hyperlink.

Click the link below to launch content.

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Buyer Contracts Course Final Assessment	<input type="checkbox"/>
Concept	<input checked="" type="checkbox"/>
Final Course Assessment	<input checked="" type="checkbox"/>

3. After completing the Final Assessment, print your score (must be 70% or higher).



https://lms.learning.hhs.gov/?content_controller_url=https%3A%2F%2Flms.learning.hhs.gov%2FSaba% - Internet Explorer
This attempt: Passed ▾

Final Course Assessment Summary
Date: Monday, August 08, 2016 12:48:00 PM

You have completed the Final Course Assessment assessment.
✓ You responded correctly to **15** of **15** questions.
✓ Your total score is **100%**.

Response Summary

Question Name	Correct	Incorrect/Unsure
end-to-end	✓	
Acquisition Resources	✓	
Changing Preferences	✓	
Routing	✓	
Cancel a requisition	✓	
Acq Plan	✓	
Definition of Contract	✓	
contract type	✓	
contract creation	✓	
deobligated	✓	
bilateral Mod	✓	
deobs	✓	
closeout	✓	
acq roles in closeout	✓	
FPDS	✓	

You will receive a prompt to select your printer. Print as you normally would.

4. After passing the assessment, complete the [User Access Form](#) (select “Buyer Contract”) and attach printed Final Assessment score.
5. Submit User Access Form and Final Assessment to the appropriate POC in your OA or IC.