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

Buyer Contracts Course FAQs

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.

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

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

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

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	✓	

Print

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.

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