

# NIH Business System (NBS)

## Next Steps: NBS System Access

To obtain NBS system access, users must complete the following steps:

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

Results by Module				<a href="#">Print</a>   <a href="#">Export</a>   <a href="#">Modify Table</a>
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	<a href="#">Launch Content</a> <a href="#">more actions</a>
Buyer Contracts Course Final Assessment	Content Module	Required	Attempts Allowed: Unlimited Mastery Score: 70.00 Score: 73.00	Not Evaluated		<a href="#">Launch Content</a> <a href="#">more actions</a>

[Cancel](#)

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

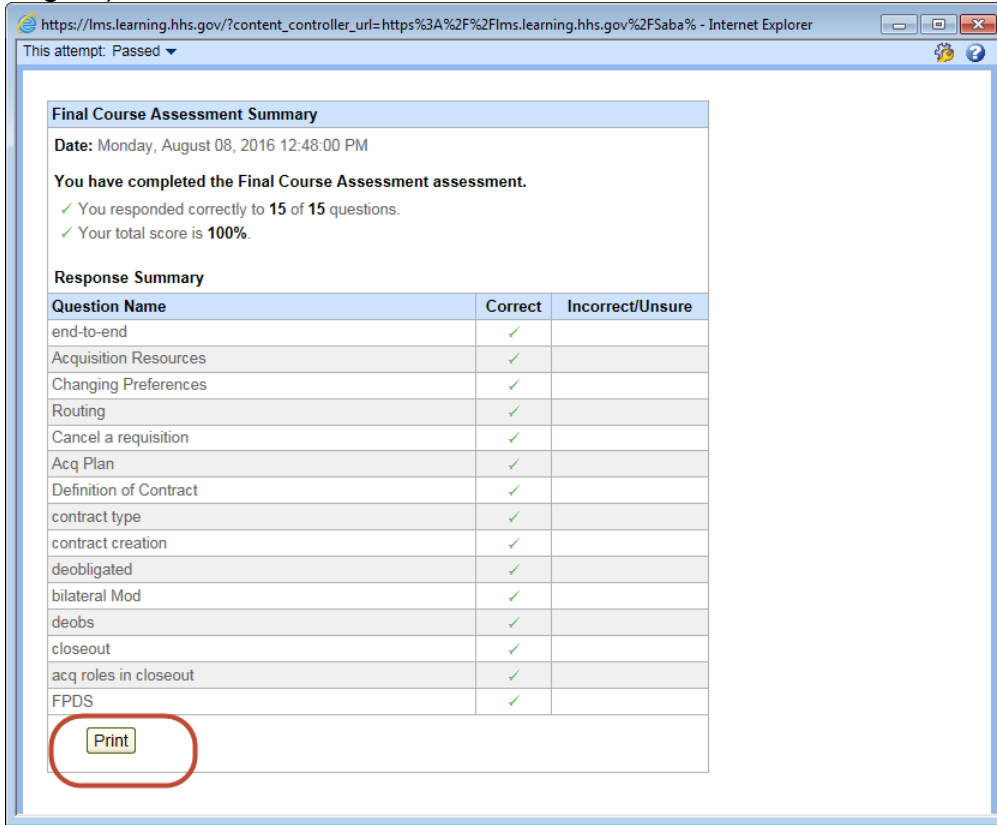
Click the link below to launch content.

**Table of Contents**

- Buyer Contracts Course Final Assessment
- [Concept](#)
- [Final Course Assessment](#)

## NIH Business System (NBS)

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	✓	

**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.