

Pathlore State/Local/Tribal User Job Aids

- [Logging into Pathlore for the First Time](#)
- [Finding your Pathlore User ID](#)
- [Request a Pathlore Account](#)
- [Resetting Your Forgotten Password](#)
- [Searching for Instructor Led Classes in Pathlore](#)
- [Searching the OTED Course Catalog in Pathlore](#)
- [Viewing course/class information](#) (Including course description, target audience and announcement.)
- [Viewing Transcripts](#)
- [Adding Self-Reported Training](#)
- [Printing Transcripts](#)
- [System Help/Support](#)

Logging into Pathlore for the First Time

Click on the link or copy and paste it into your Internet browser to go to Pathlore.

[Pathlore Learning Management System](#)

On the Pathlore home page select the "Sign On" link at the top of the page.

Class Search

Course Catalog Search

Personal Training Calendar

My Profile

Transcript

FDA

Sign On

OTED Pathlore Learning Center

ORA U

Main Menu:

NOTE: Videos may not play using Internet Explorer – please use the Firefox browser

OTED NEWS and ANNOUNCEMENTS

- OTED Training for Preventive Controls

Search

- OTED Instructor Led Classes
- OTED Course Catalog

(1) If you know your login ID and password enter them in the login boxes.

Finding your Login ID

(2) If you do not know your user ID, or have forgotten it, choose the "Click here to Retrieve Login ID" link.

Class Search

Course Catalog Search

Personal Training Calendar

My Profile

Transcript

FDA

Home

Sign On

Learning Center Sign On

ORA U

Please sign on (EASE ID for FDA employees)

LOGIN ID:

Password:

Click Here to Retrieve Login ID Reset Password

OK Sign Off

Logging into Pathlore for the First Time

If you have taken DHRD/OTED courses in the past, you most likely have an account that was created for you.

To Request your Login ID, 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.

Home

Sign On

Learning Center Sign On

Request Login ID

Please enter your email address to verify your account in the LMS. If found, your Login ID will be emailed to you

Email Address: *

OK Cancel

FDA

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

Logging into Pathlore for the First Time

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.

[Class Search](#)

[Course Catalog Search](#)

[Personal Training Calendar](#)

[My Profile](#)

[Transcript](#)



[Home](#)

[Sign On](#)

Learning Center Sign On



Please sign on (EASE ID for FDA employees)

LOGIN ID:

Password:

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

[Return to top](#)

Request a Pathlore Account

If Pathlore doesn't find an account matching the email, you may fill out a form to request an account.

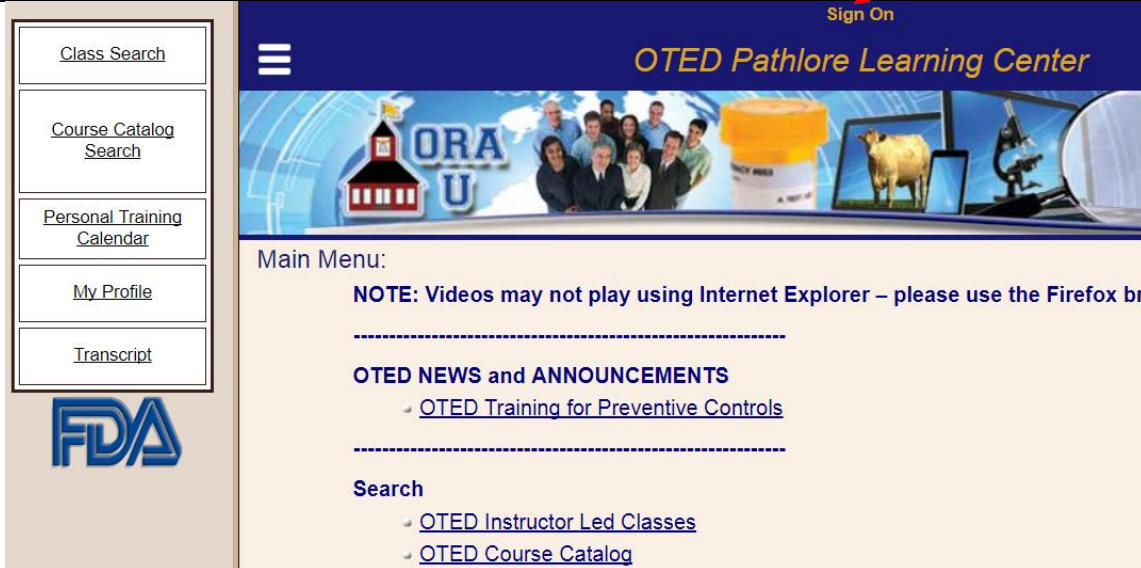
The following is a link to an Account Request form. Depending on your browser settings, you may not be able to view in your browser, but will be able to download the form. Please download, fill it out, and email to the address noted on the form.

[Pathlore Registration Account Request Form](#)

[Return to top](#)

Resetting a forgotten password

Go to the Welcome page, and Select the Sign On link in the upper center of the screen.



The screenshot shows the OTED Pathlore Learning Center website. On the left is a navigation menu with links: [Class Search](#), [Course Catalog Search](#), [Personal Training Calendar](#), [My Profile](#), and [Transcript](#). Below these is the FDA logo. The main header features a blue banner with the text "Sign On" and "OTED Pathlore Learning Center". Below the banner is a "Main Menu" section with a note: "NOTE: Videos may not play using Internet Explorer – please use the Firefox browser". It lists "OTED NEWS and ANNOUNCEMENTS" with a link to "OTED Training for Preventive Controls", and a "Search" section with links to "OTED Instructor Led Classes" and "OTED Course Catalog". A red arrow points to the "Sign On" link in the top right corner.

On the sign on page select "Reset Password".



The screenshot shows the sign-on page with the heading "Please sign on (EASE ID for FDA employees)". It contains two input fields: "LOGIN ID:" and "Password:". Below the fields are two links: "Click Here to Retrieve Login ID" and "Reset Password". A red arrow points to the "Reset Password" link. At the bottom are "OK" and "Sign Off" buttons.

Resetting a forgotten 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.

[Home](#)

Sign On
Learning Center Sign On



Password Reset

Please enter your email address and Login ID to reset your password

Email Address: *

LOGIN ID: *

[Home](#)

Reset Password

Your password has been reset to a temporary password and will be emailed to you immediately.

[Class Search](#)

[Course Search](#)

[Training Calendar](#)

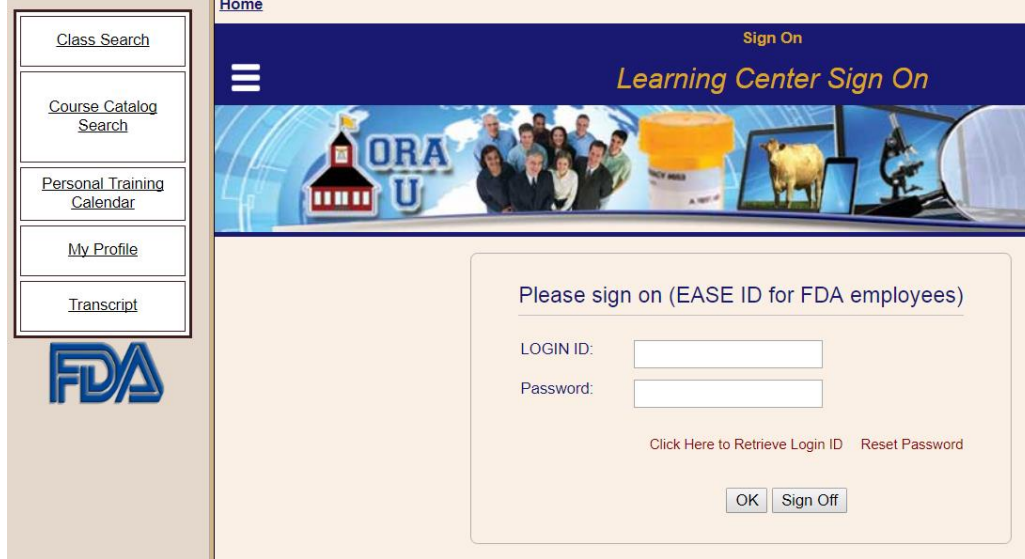
[Your Profile](#)

[Development Plan](#)

[Transcript](#)

Resetting a forgotten password

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



The screenshot shows the 'Learning Center Sign On' page. On the left is a navigation menu with links: Class Search, Course Catalog Search, Personal Training Calendar, My Profile, and Transcript. Below the menu is the FDA logo. The main content area features a header with 'Home', 'Sign On', and 'Learning Center Sign On'. A banner image shows a group of people, a school building, a cow, and a microscope. The central form is titled 'Please sign on (EASE ID for FDA employees)' and contains fields for 'LOGIN ID:' and 'Password:'. Below these fields are links for 'Click Here to Retrieve Login ID' and 'Reset Password'. At the bottom of the form are 'OK' and 'Sign Off' buttons.

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.



The screenshot shows the 'Learning Center Sign On' page with a message: 'Your password has expired. You must change your password to continue.' Below the message are three input fields labeled 'Old Password:', 'New Password:', and 'Verify Password:'. At the bottom of the form are 'Submit' and 'Cancel' buttons.

[Return to top](#)

Searching for Instructor Led Classes

Go to the Pathlore welcome page:
[Pathlore Learning Management System](#)

You can use the search functions **without** logging into Pathlore, or after you log in.

To search for all upcoming Instructor Led classes offered by OTED, choose “Class Search” or “OTED Instructor Led Classes.” These options will both take you to the Class search page.

** This search will return results containing Course ID, Class Name, Start Date, End Date, and Class Location, among others.

Class Search

Course Catalog Search

Personal Training Calendar

My Profile

Transcript

FDA

Sign On

OTED Pathlore Learning Center

ORA U

Main Menu:

NOTE: Videos may not play using Internet Explorer – please use the Firefox browser

OTED NEWS and ANNOUNCEMENTS

- OTED Training for Preventive Controls

Search

- OTED Instructor Led Classes
- OTED Course Catalog

- (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.

Home

Amy Mason Class Search

ORA U

Select the category or search the names of classes for specific words and limit the range of class start dates.

All Classes

Search for these words:

Search All Words Search Any Words Locator Number:

From (today or later) 07/28/2014 To 12/12/2014

GO!

FDA

Searching for Instructor Led Classes

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

Class Search

Course Catalog Search

Personal Training Calendar

My Profile

Transcript

Home > Class Search

Sign On

All Classes



Search Again | Calendar View

From (today or later) 02/01/2018

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

| | Course ID | Class Name | Start Date | End Date | Type of Course | CEUs | Commodity Area | Training Officer | Class Location City | Class Loc. State |
|------------------------|-----------|--|------------|------------|------------------|------|-------------------------------------|------------------|---------------------|------------------|
| SELECT | MP143 | Computer Aided Inspections | 02/05/2018 | 02/08/2018 | Classroom | 0.00 | Multi-Programs | Marquis Allen | Rockville | MD |
| SELECT | ER325 | Foodborne Illness Investigations | 02/06/2018 | 02/08/2018 | Classroom | 0.00 | Emergency Response & Investigations | Janet Williams | Tauton | MA |
| SELECT | FD312 | Special Processes at Retail | 02/06/2018 | 02/07/2018 | Classroom | 0.00 | Food | Deirdra Holloway | Vancouver | WA |
| SELECT | VM102 | Current Good Manufacturing Practice (CGMP) for Animal Food Regulators Course | 02/06/2018 | 02/08/2018 | Blended Learning | 0.00 | Veterinary Medicine | Kimberly Hull | Houston | TX |

This will bring back additional information about the class, including course description, general prerequisites, OTED Accounting/Administrative Information, and State Contact, if available.

For registration information, you will need to log into the system.

Home > Class Search > All Classes

Sign On

Foodborne Illness Investigations



Supervisory concurrence is required for this class.

[For registration information, click here](#)

Class Detail
Equivalents

[Course Description](#) | [General Prerequisites](#) | [Accounting/Administrative Information](#) | [State Contact](#)

Objectives and Audience

At the completion of this course participants will be able to:

1. Define a foodborne outbreak and the various actions that can lead to a foodborne illness investigation.
2. Describe the role and responsibilities in a foodborne illness outbreak investigation as part of a multi-disciplinary investigation team.
3. Interpret attributable risks and odds ratio factors in a foodborne outbreak investigation and explain the importance of those figures to the investigation.
4. Describe how person, place and time associations are important in a foodborne illness outbreak investigation.
5. Discuss how surveillance system identification (active or passive) assists in identifying foodborne disease outbreaks.
6. Describe the role of the laboratory in foodborne illness outbreak investigation

Searching the OTED Course Catalog

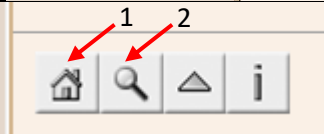
Go to the Pathlore welcome page:
[Pathlore Learning Management System](#)

You can use the search functions **without** logging into Pathlore, or after you log in.

To search for all courses in the OTED Course Catalog, choose "Course Catalog Search" or "OTED 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).



Searching the OTED Course Catalog

On the course search page you can choose the parameters to search including key words, course ID and category.

home

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.

home

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
- B Blended Learning
- C Classroom
- J On-the-Job Training
- K Workshop
- L Live Webinar
- N Non-DHRD
- O On Demand
- R Virtual Class
- T Traditional
- V Video
- W Web Based
- X Course In Box

DHRD Training Officer: ▾

Limit scheduled training to

From (today or later) 10/0 To

Recent Favorites

There are no recently accessed items to display yet.

Searching the OTED Course Catalog

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.

Home > Course Search

Sign On
All Courses

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 | PHDV9 | A Step-by-Step Approach to Process Validation | Web Based | | On demand |
| SELECT | ES02 | 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 |

Other useful direct links

- [Course search screen](#)
- [Complete OTED 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.”

The screenshot shows the course information page for 'Incident Command System – Position Specific: Planning Section Chief'. At the top, there is a header with the course title and a navigation menu. Below the header is a banner image featuring the ORA U logo, a group of people, a microscope, and various laboratory equipment. The main content area includes a 'Class Schedule' link with a red arrow pointing to it, and a 'Course Detail' tab. The 'Objectives and Audience' section provides a detailed description of the course and a list of general prerequisites.

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.

The screenshot shows the class list page for 'Incident Command System – Position Specific: Planning Section Chief'. It features a banner image similar to the previous page. Below the banner is a 'Class List' section with a 'Calendar View' link. A table lists the available classes, with the first row highlighted in blue and a 'SELECT' button next to it.

Class List | Calendar View

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

| | 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 |

When the “Select” button is clicked you will be directed to the class page with additional information, including course description, general prerequisites, OTED Accounting/Administrative Information, and State Contact, if available.

At this time State/Local/Tribal/Territorial partners cannot nominate themselves to attend a class, but should follow local procedures to register for the course.

The screenshot shows the class page for 'Foodborne Illness Investigations'. It features a banner image with the ORA U logo and various laboratory equipment. Below the banner is a 'Supervisory concurrence is required for this class.' message. The 'Status in class: None' and 'Registration approval is required for this class.' messages are highlighted with red arrows. The 'Class Detail' tab is selected, and the 'Course Description' link is also highlighted with a red arrow.

Foodborne Illness Investigations

Supervisory concurrence is required for this class.

Status in class: None

Registration approval is required for this class.

Please follow your local procedures to register for this course

Class Detail | Equivalents

[Course Description](#) | [General Prerequisites](#) | [Accounting/Administrative Information](#) | [State Contact](#)

Objectives and Audience
At the completion of this course participants will be able to:

1. Define a foodborne outbreak and the various actions that can lead to a foodborne illness investigation.
2. Describe the role and responsibilities in a foodborne illness outbreak investigation as part of a multi-disciplinary investigation team.
3. Interpret attributable risks and odds ratio factors in a foodborne outbreak investigation and explain the importance of those figures to the investigation.
4. Describe how person, place and time associations are important in a foodborne illness outbreak investigation.
5. Discuss how surveillance system identification (active or passive) assists in identifying foodborne disease outbreaks.
6. Describe the role of the laboratory in foodborne illness outbreak investigation
7. Demonstrate the ability to collect and submit laboratory specimens or samples
8. Conduct an environmental assessment by:

Viewing Transcripts

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

Class Search

Course Catalog Search

Personal Training Calendar

My Profile

Transcript

Sign On

OTED Pathlore Learning Center

Main Menu:

NOTE: Videos may not play using Internet Explorer – please use the Firefox browser

OTED NEWS and ANNOUNCEMENTS

- OTED Training for Preventive Controls

Search

- OTED Instructor Led Classes
- OTED Course Catalog

Your transcript will be displayed on the following page.

You can also view your training calendar and add self-reported training from this page.

Training Transcript

Add Self Reported Training | Personal Training Calendar

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

Show Self Reported Training Only

| 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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[Return to top](#)

Add Self-Reported Training

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

Your transcript will be displayed on the following page.

In the upper right hand corner, click on the link to 'Add Self-Reported Training'.

| | Course Code | Name | Commodity Area | Type of Course | Start Date | End Date | Status | CEUs |
|------------------------|-------------|--|----------------|----------------|------------|------------|----------|------|
| SELECT | FD8004W | Reduced Oxygen Packaging at Retail | Food | Online Content | 12/01/2016 | 01/01/2018 | Finished | 0.00 |
| SELECT | FD8007W | Shellfish Tanks at Retail | Food | Online Content | 10/01/2016 | 10/01/2017 | Finished | 0.00 |
| SELECT | MP150 | Basics of Auditing for Regulators - Exam | | ComplianceWire | 08/01/2016 | 08/31/2016 | Finished | 0.00 |

Fill in each field on this page. The fields with asterisks indicate required information. Select "Save" when you have completed your entry.

Add Self Reported Training

Course Identifier: *

Class Name: *

Start Date (MM/DD/YY): *

End Date (MM/DD/YY): *

Registration Status: *

Type of Course:

Brief Description:

CEUs: *

Contact Hours:

Class Location City:

Class Loc. State:

Add Self-Reported Training

You will see this window.

After Selecting the “OK” button you will be returned to your transcript.



Self-reported events can be edited or deleted from your transcript using these two icons.



[Return to top](#)

Printing Your Transcript

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

Class Search

Course Catalog Search

Personal Training Calendar

My Profile

Transcript

Sign On

OTED Pathlore Learning Center

Main Menu:

NOTE: Videos may not play using Internet Explorer – please use the Firefox browser

OTED NEWS and ANNOUNCEMENTS

- OTED Training for Preventive Controls

Search

- OTED Instructor Led Classes
- OTED Course Catalog

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/pscis.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... Ctrl+P
- Print Preview...
- Send
- Import and Export...
- Properties
- Work Offline
- Exit

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

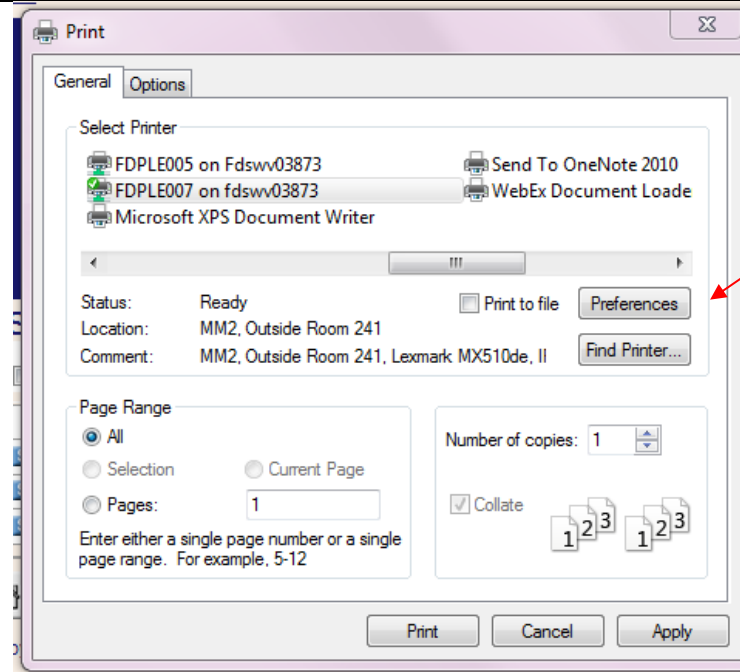
ow Self Reported Training Only

| Course Code | Name |
|-------------|--|
| TBD1 | FDA Module on Food Allergens |
| TBDONLINE | National Shellfish Sanitation Program Overview |
| AD120 | Compensatory Time Keeping DHRD |

Printing Your Transcript

To print your transcript you will need to change your printer options to print in landscape format.

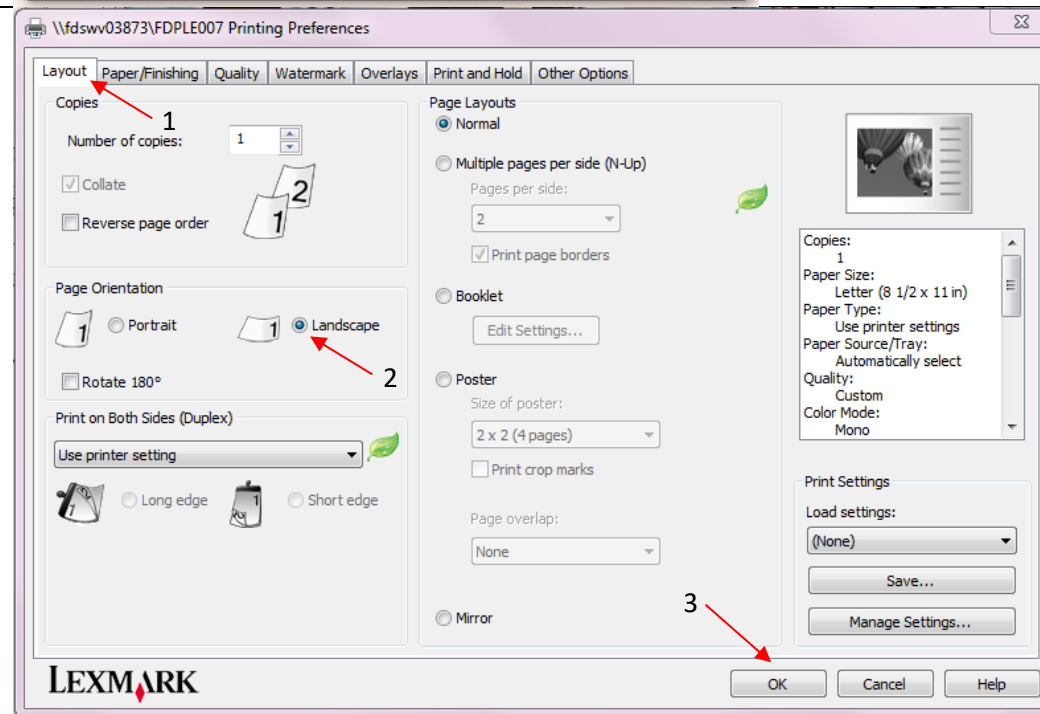
To change your printer options choose “Preferences.”



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

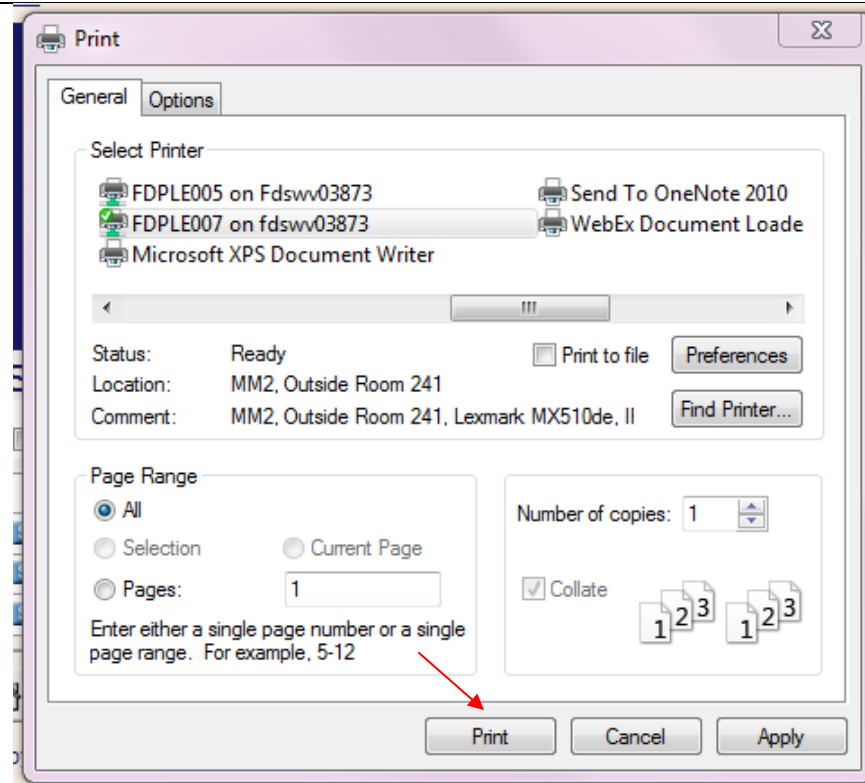
Under the layout tab you will see options for “Portrait” and “Landscape,” choose the landscape option. (2)

Select “OK.” (3)



Printing Your Transcript

Select "Print."



[Return to top](#)

System Help/Support

Contact Information

If you are experiencing a problem or have questions about Pathlore please contact our new streamlined Help Desk for assistance.

ORA Applications Helpdesk

240.247.8803 or 866.807.ERIC (3742) option 1 then 2

Email: Appsdesk@fda.hhs.gov

LMS Helpdesk Hours of Operation*

Monday – Friday

9:00AM – 5:00PM EST

* Except for holidays observed by the Federal Government