LEARNING MANAGEMENT SYSTEM (LMS)
DROP AN ENROLLMENT FOR A TEAM MEMBER

Supervisors/managers have the ability to drop a course enrollment for their direct reports/team members in the HHS Learning Portal/ LMS. In order to have access to the supervisor/manager menu options, you must be named as a manager in at least one person's LMS account profile.

1. Log on to the LMS.

2. Click the **My Team** Role icon.

My Team icon

Figure 1 – My Team icon

3. Click the **Learning** link in the left navigation menu.
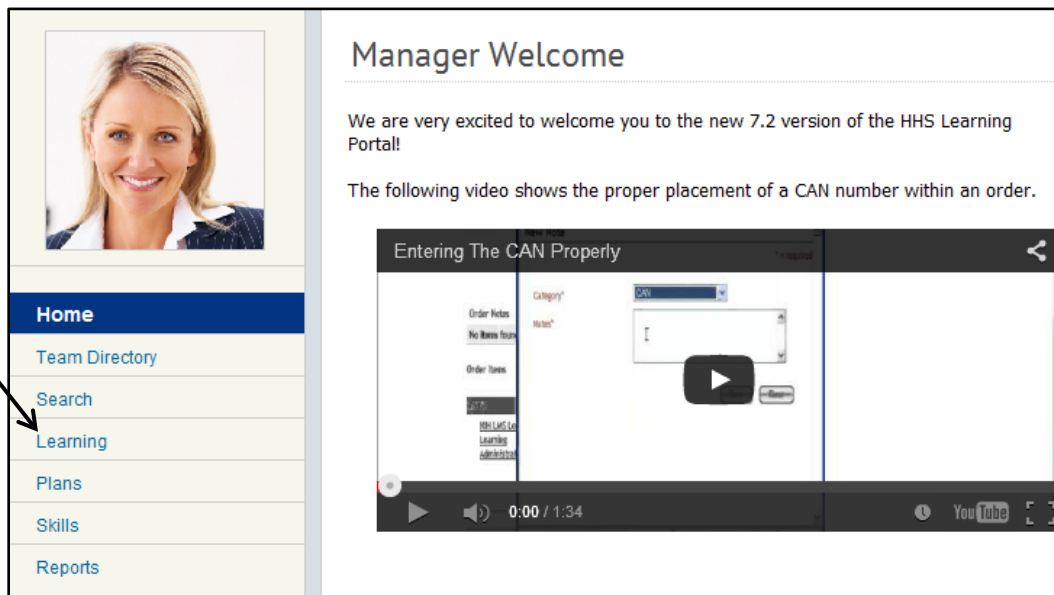
Learning link

Figure 2 – Learning link

4. Click the **Current Learning** link.
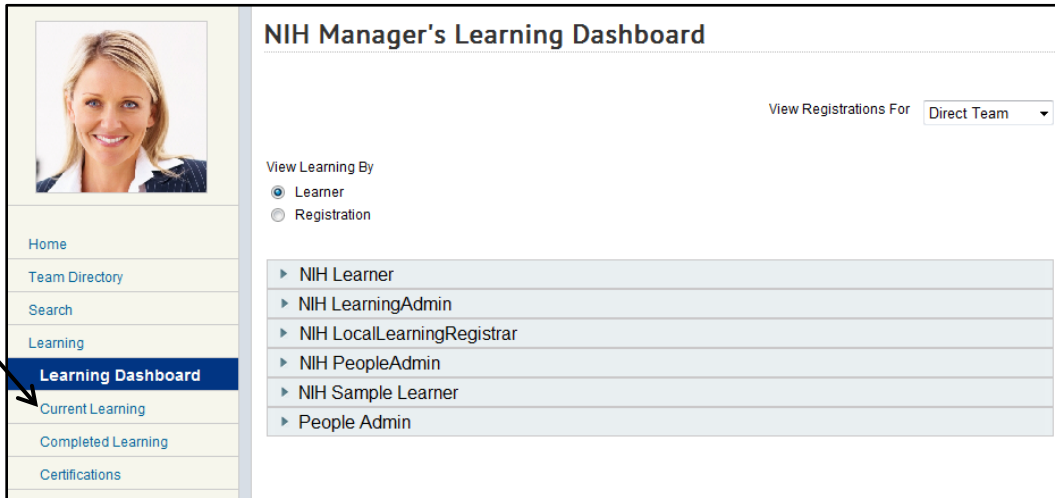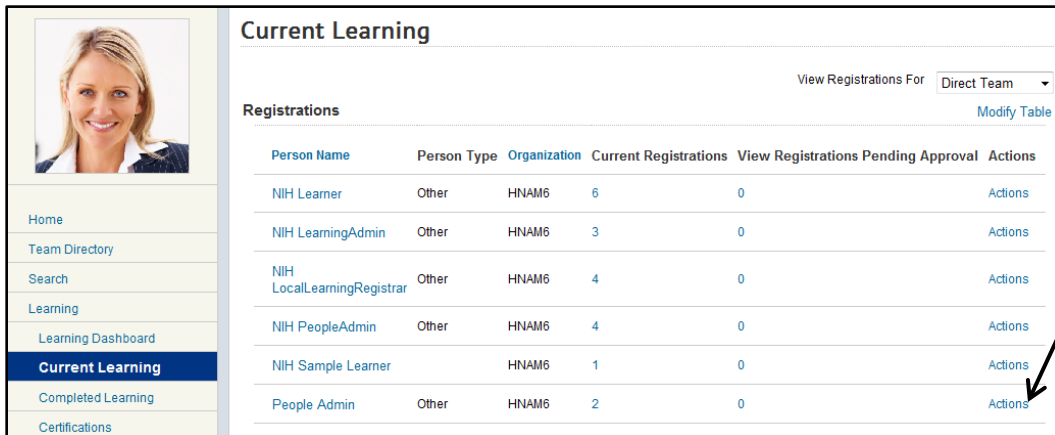
Current Learning link

Figure 3 – Current Learning link

5. In your list of team members, click the **Actions** link for the member who has a registration you want to change.

   NOTE: Use the View Registrations For pull-down menu to change between your Direct Team and your Alternate Team.

Actions link

Figure 4 – Actions link for a team member

6. On the Actions activity menu, click the **View All Current Registrations** link.

Figure 5 – View All Current Registrations link on the Actions activity menu.

7. From the list of Current Learning for the specified team member, click the **Actions** link for the course you want to drop.

Figure 6 – Actions link for a specific course

TS05-L: Drop a Team Members Course

8. On the Actions activity menu, click the **Drop** link.

Drop link

Figure 7 – Drop link

9. Click the **Drop** button on the Drop Course page.

Figure 8 – Drop button

10. Enter a reason for dropping the course in the Comment field and then click the **Save** button.

Comment field

Save button

Figure 9 – Comment field and Save button

11. You will be returned to the Current Learning page for the specified team member.

If you experience trouble with this process, please refer to the LMS Support Page for help or assistance.