



## **LEARNING MANAGEMENT SYSTEM (LMS) REGISTER A TEAM MEMBER FOR A COURSE**

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

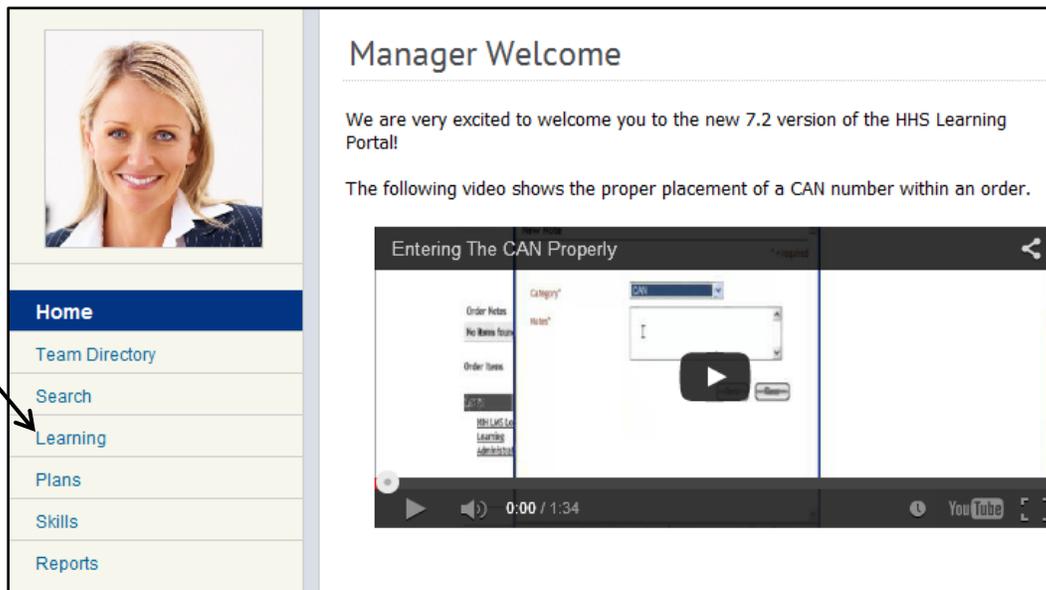
1. Log on to the LMS.
2. Click the **My Team** icon.



**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 **Orders** link.

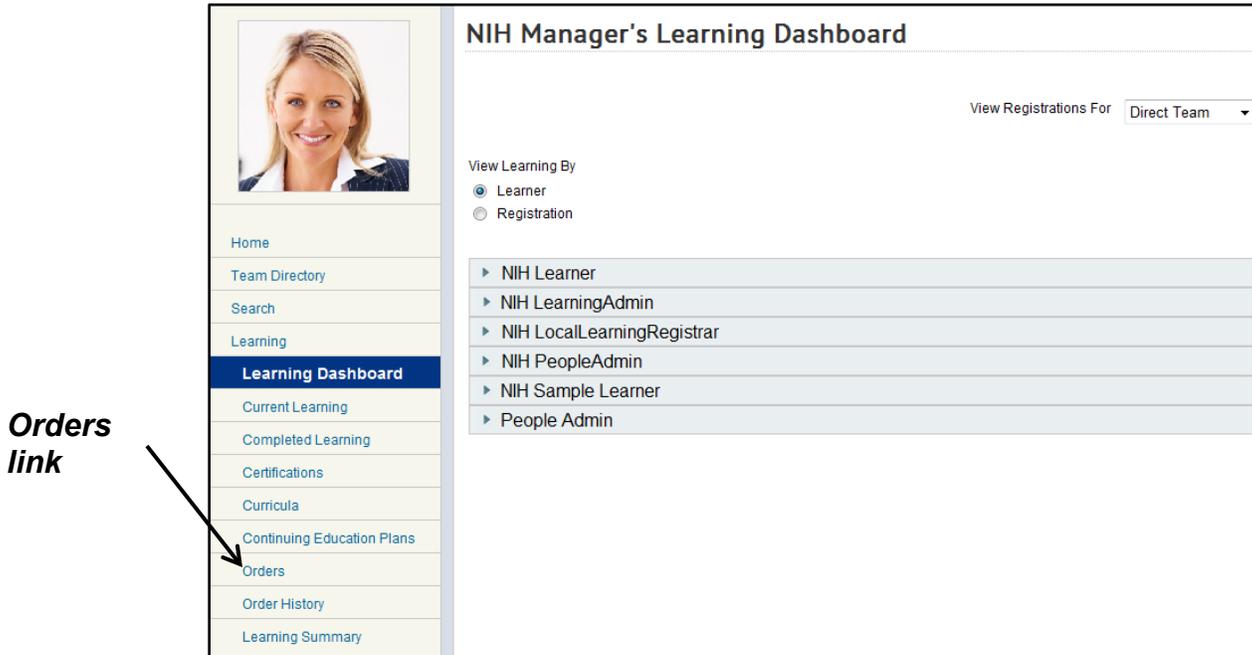


Figure 3 – Orders link

5. On the Orders page, deselect the checkbox for Include Contact as a Learner and then click the **Next** button.

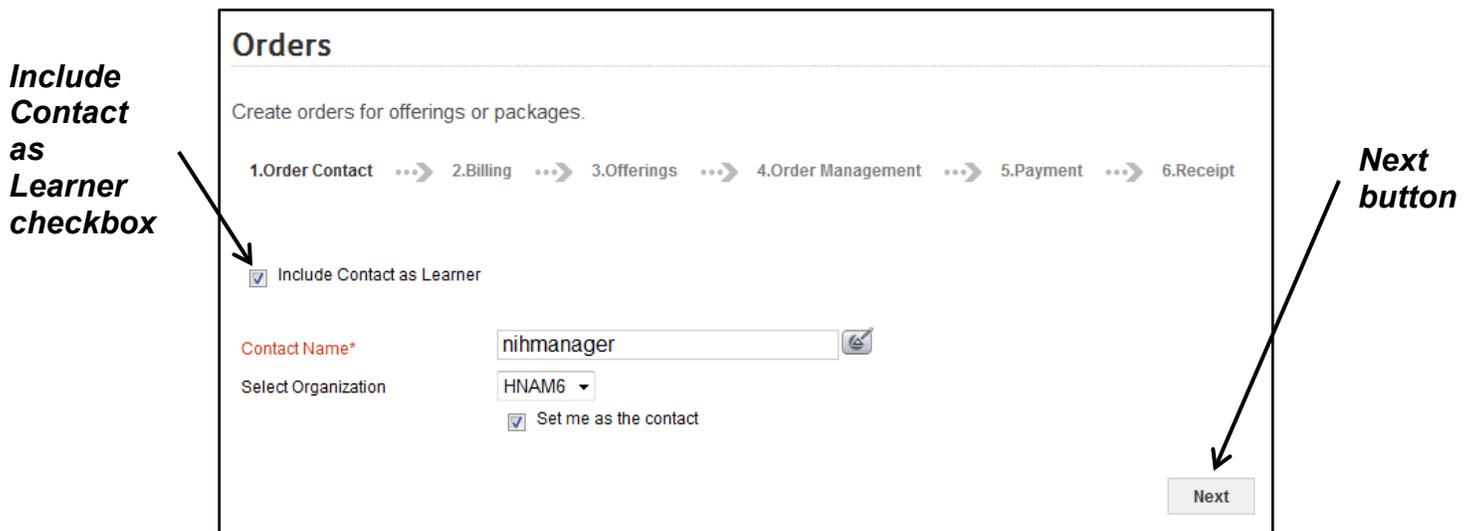


Figure 4 – Include Contact as Learner checkbox and Next button

6. On the Search Catalog screen, click the **Advanced Search** link.

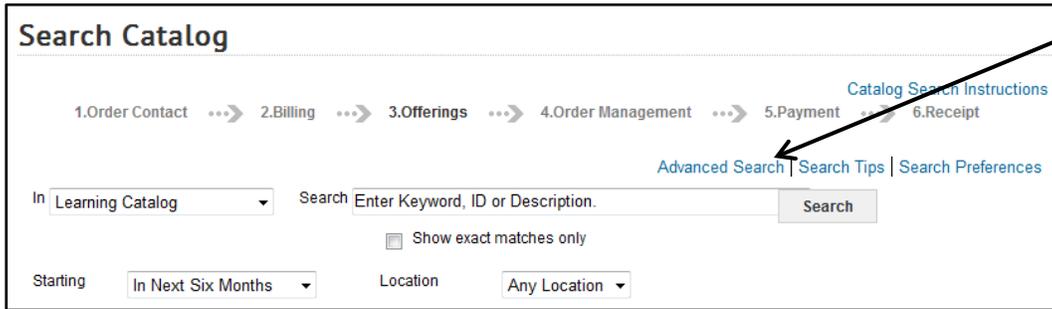


Figure 5 – Advanced Search link

7. Enter a course title in the Title field and click the **Search Learning Catalog** button. You can also use the other search parameters to help find the correct course.

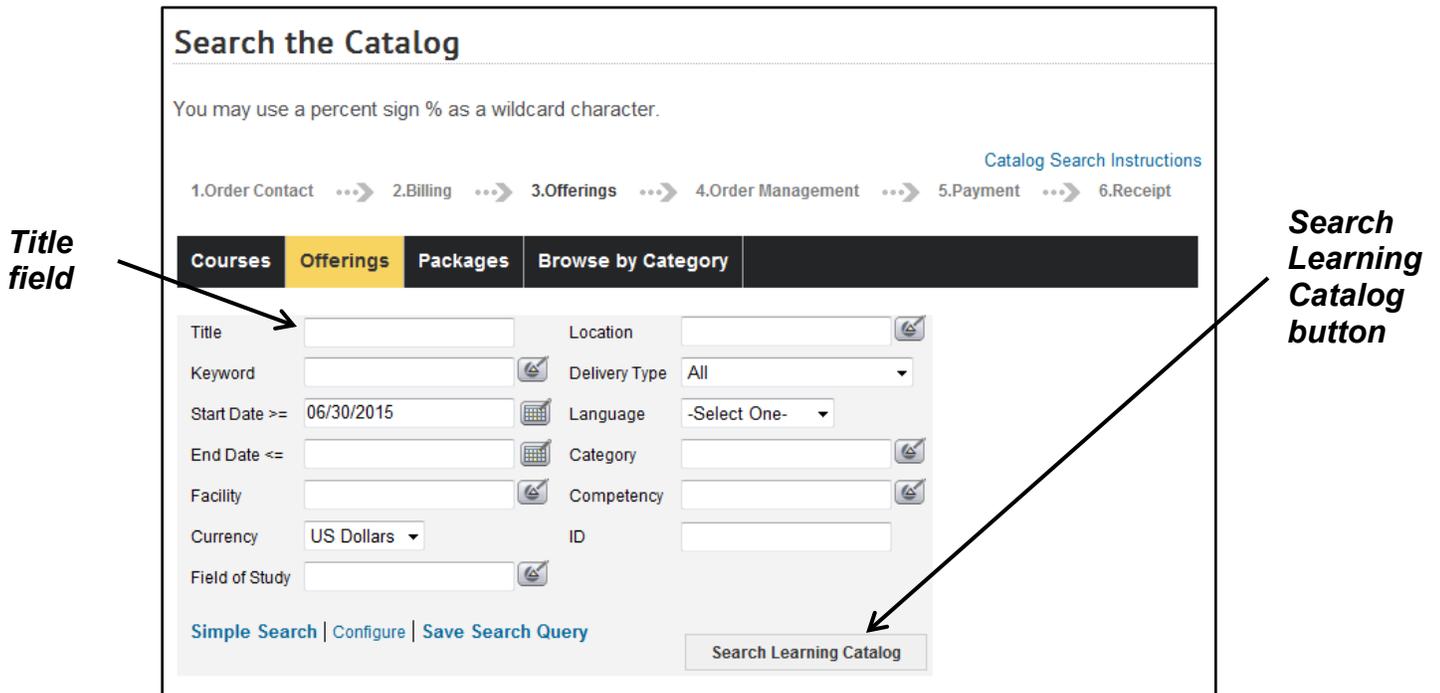


Figure 6 – Title field and Search Learning Catalog button

8. Locate the appropriate course in the search results and click the **Register** link.

### Search the Catalog

You may use a percent sign % as a wildcard character.

[Catalog Search Instructions](#)

1.Order Contact >>> 2.Billing >>> 3.**Offerings** >>> 4.Order Management >>> 5.Payment >>> 6.Receipt

**Courses** | **Offerings** | Packages | Browse by Category

Title:  Location:

Keyword:  Delivery Type:

Start Date >=:  Language:

End Date <=:  Category:

Facility:  Competency:

Currency:  ID:

Field of Study:

[Simple Search](#) | [Configure](#) | [Save Search Query](#)

**Courses** [Calendar View](#) | [Print](#) | [Export](#) | [Modify Table](#)

Showing 2 out of 2 results

| Title                           | Version | Delivery Type   | Start Date | End Date | Location | Facility | Price    | Add  |
|---------------------------------|---------|-----------------|------------|----------|----------|----------|----------|--|
| <a href="#">The No FEAR Act</a> | 2.2     | Online Training |            |          |          |          | 0.00 USD | <a href="#">Register</a>                                   |
| <a href="#">The No FEAR Act</a> | 2.0     | Online Training |            |          |          |          | 0.00 USD | <a href="#">Register</a><br><a href="#">Add/View Notes</a> |

**Register link**

Figure 7 – Register link

9. Click the **Set Learner** link.

The screenshot shows the 'Create Order' interface. At the top, there is a progress bar with steps: 1.Order Contact, 2.Billing, 3.Offerings, 4.Order Management, 5.Payment, and 6.Receipt. Below this is a section for 'The No FEAR Act (Online Training, ID: FGOV\_01\_A17\_LC\_ENUS)'. A table lists the order items with columns for Learner, Status, Price, Training Units, and Actions. The first row shows 'No Learner Assigned', 'Confirmed', '0.00 USD', and two action links: 'Set Learner' and 'Remove From Cart'. An arrow points to the 'Set Learner' link. At the bottom right, there is a summary: 'Order Total 0', 'Discount 0', and 'Total 0'. At the bottom center, there are two buttons: 'Continue Shopping' and 'Place Order'.

| Learner             | Status    | Price    | Training Units | Actions   |
|---------------------|-----------|----------|----------------|---|
| No Learner Assigned | Confirmed | 0.00 USD |                | <a href="#">Set Learner</a><br><a href="#">Remove From Cart</a> |

**Set  
Learner  
link**

Figure 8 – Set Learner link

10. To view all of your team members, click the **Search** button. You can also enter a First Name or Last Name to search for a specific team member.

**Search Person, Internal**

**Supervisors:** you can easily display all of **your staff** by entering your **login ID** into the "**Manager**" field, clicking the **Magnifying Glass** graphic, and then clicking the "**Search**" button.

|                              |                          |              |              |
|------------------------------|--------------------------|--------------|--------------|
| Population*                  | Internal                 | Username     |              |
| Person ID                    |                          | First Name   |              |
| Last Name                    |                          | Organization |              |
| Manager Search Depth*        | Direct Report            | Location     |              |
| Domain                       |                          | Person Type  | -Select One- |
| Security Roles               | -Select One-             | Manager      |              |
| Include All Suborganizations | <input type="checkbox"/> |              |              |

Search

People

Close

*Annotations:*  
- Last Name field: points to the Last Name input field.  
- First Name field: points to the First Name input field.  
- Search button: points to the Search button.

Figure 9 – First Name and Last Name fields and Search button

11. Click the checkmark for the team member you want to add to the order.

### Search Person, Internal

**Supervisors:** you can easily display all of **your staff** by entering your **login ID** into the "**Manager**" field, clicking the **Magnifying Glass** graphic, and then clicking the "**Search**" button.

Population\*  Username

Person ID  First Name

Last Name  Organization

Manager Search Depth\*  Location

Domain  Person Type

Security Roles  Manager

Include All Suborganizations

---

**People** Print | Export

Showing 6 out of 6 results

| Select                   | First Name | Last Name              | Username                  | Person Type | Person ID | Organization | Location | Manager    |
|--------------------------|------------|------------------------|---------------------------|-------------|-----------|--------------|----------|------------|
| <input type="checkbox"/> | NIH        | Learner                | NIHLEARNER                | Other       | 00165395  | HNAM6        |          | NIHMANAGER |
| <input type="checkbox"/> | NIH        | LearningAdmin          | NIHLEARNINGADMIN          | Other       | 00165951  | HNAM6        |          | NIHMANAGER |
| <input type="checkbox"/> | NIH        | LocalLearningRegistrar | NIHLOCALLEARNINGREGISTRAR | Other       | 00165950  | HNAM6        |          | NIHMANAGER |
| <input type="checkbox"/> | NIH        | PeopleAdmin            | NIHPEOPLEADMIN            | Other       | 00233604  | HNAM6        |          | NIHMANAGER |
| <input type="checkbox"/> | NIH        | Sample Learner         | NIHLEARNER2               |             | 00420402  | HNAM6        |          | NIHMANAGER |
| <input type="checkbox"/> | People     | Admin                  | PEOPLEADMIN               | Other       | 00420239  | HNAM6        |          | NIHMANAGER |

Select checkbox



Figure 10 – Select checkbox

12. You should now see the Create Order page. To submit this order for the single team member, click the **Place Order** button. To add additional team members to the order, click the **Add Learners** link and repeat Steps 10 and 11.

### Create Order

1.Order Contact ...> 2.Billing ...> 3.Offerings ...> 4.Order Management ...> 5.Payment ...> 6.Receipt

[Expand All](#) | [Collapse All](#)

▼ The No FEAR Act (Online Training, ID: FGOV\_01\_A17\_LC\_ENUS)

[Notes](#) | [Add Learners](#) | [Remove Offering](#)

| Learner                     | Status    | Price    | Training Units | Actions                          |
|-----------------------------|-----------|----------|----------------|----------------------------------|
| <a href="#">NIH Learner</a> | Confirmed | 0.00 USD |                | <a href="#">Remove From Cart</a> |

Order Total 0  
Discount 0  
Total 0

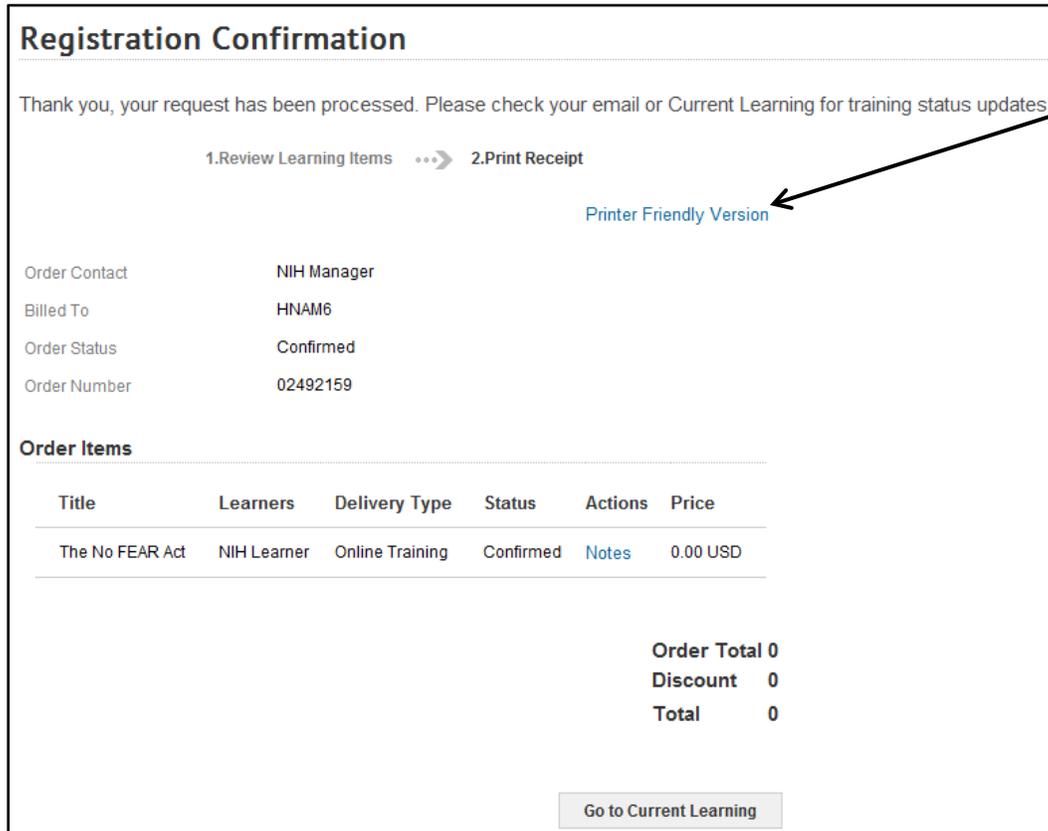
[Continue Shopping](#) [Place Order](#)

**Add Learners link**

**Place Order button**

Figure 11 – Add Learners link and Place Order button

13. A registration confirmation page will populate, which can be printed out by clicking the **Printer Friendly Version** link.



The screenshot shows a 'Registration Confirmation' page. At the top, it says 'Thank you, your request has been processed. Please check your email or Current Learning for training status updates.' Below this is a progress indicator with '1. Review Learning Items' and '2. Print Receipt'. A blue link labeled 'Printer Friendly Version' is highlighted with an arrow from the text 'Printer Friendly Version link' on the right. The page lists order details: Order Contact (NIH Manager), Billed To (HNAM6), Order Status (Confirmed), and Order Number (02492159). Under 'Order Items', there is a table with one row: 'The No FEAR Act' for 'NIH Learner' via 'Online Training', with status 'Confirmed', a 'Notes' link, and a price of '0.00 USD'. At the bottom right, a summary shows 'Order Total 0', 'Discount 0', and 'Total 0'. A 'Go to Current Learning' button is at the bottom center.

| Title           | Learners    | Delivery Type   | Status    | Actions               | Price    |
|-----------------|-------------|-----------------|-----------|-----------------------|----------|
| The No FEAR Act | NIH Learner | Online Training | Confirmed | <a href="#">Notes</a> | 0.00 USD |

Order Total 0  
Discount 0  
Total 0

[Go to Current Learning](#)

**Printer  
Friendly  
Version  
link**

Figure 12 – Printer Friendly Version link

**NOTE:** A training order number will be assigned to the request and the LMS will automatically send out an email notification to the individual responsible for approving the Learner’s courses. The class will now appear in the Learner’s Enrollments list.

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