



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.

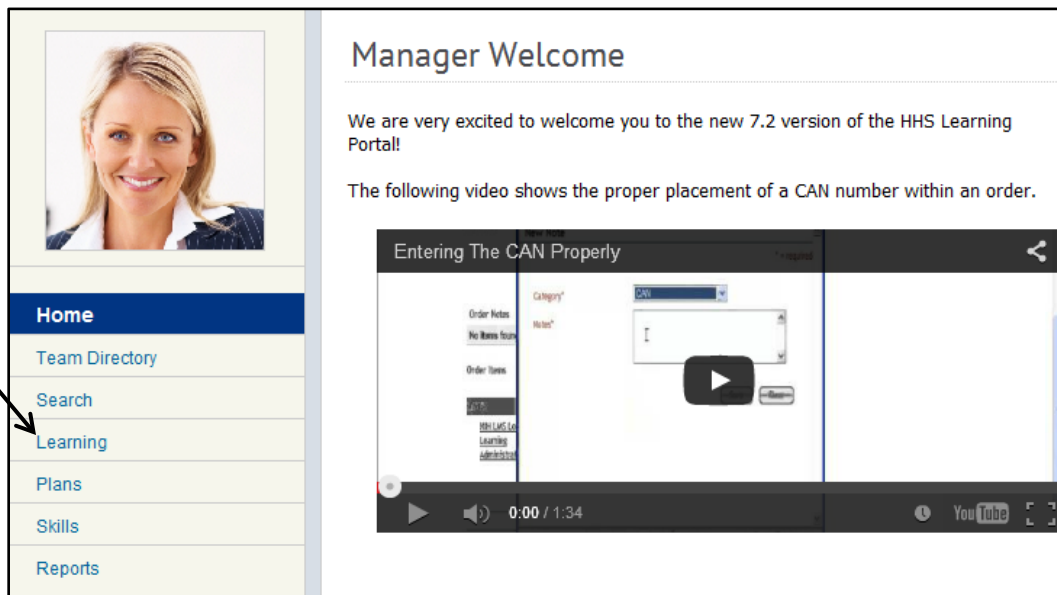
1. Log on to the LMS.
2. Click the **My Team** icon.



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.

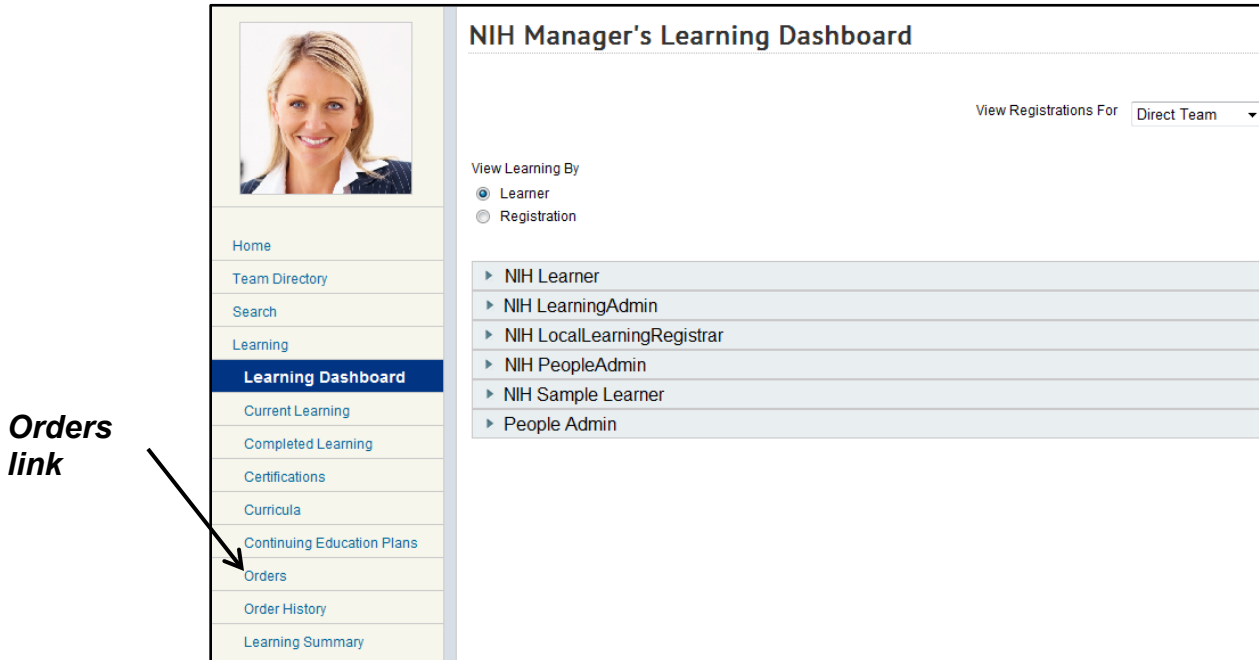


Figure 3 – Orders link

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

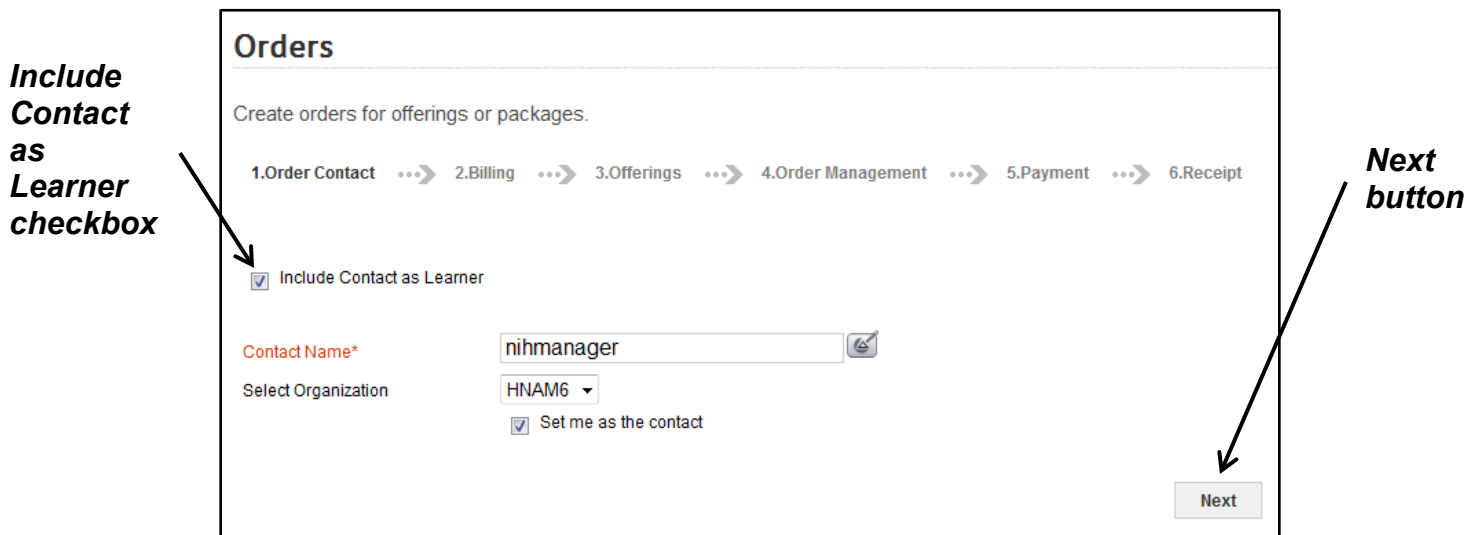


Figure 4 – Include Contact as Learner checkbox and Next button

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

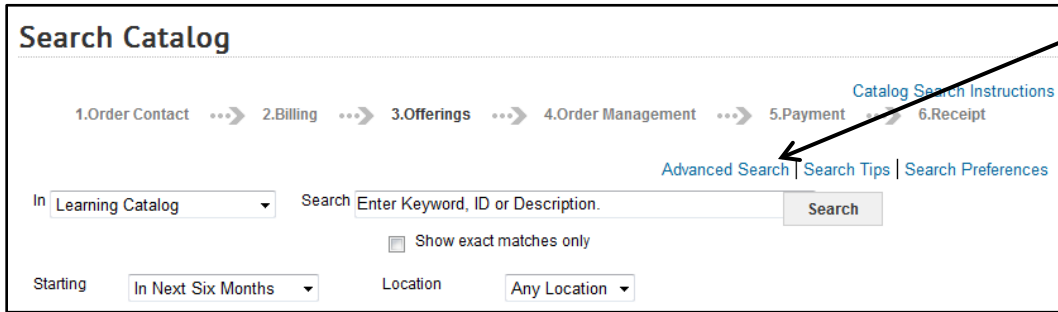


Figure 5 – Advanced Search link

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.

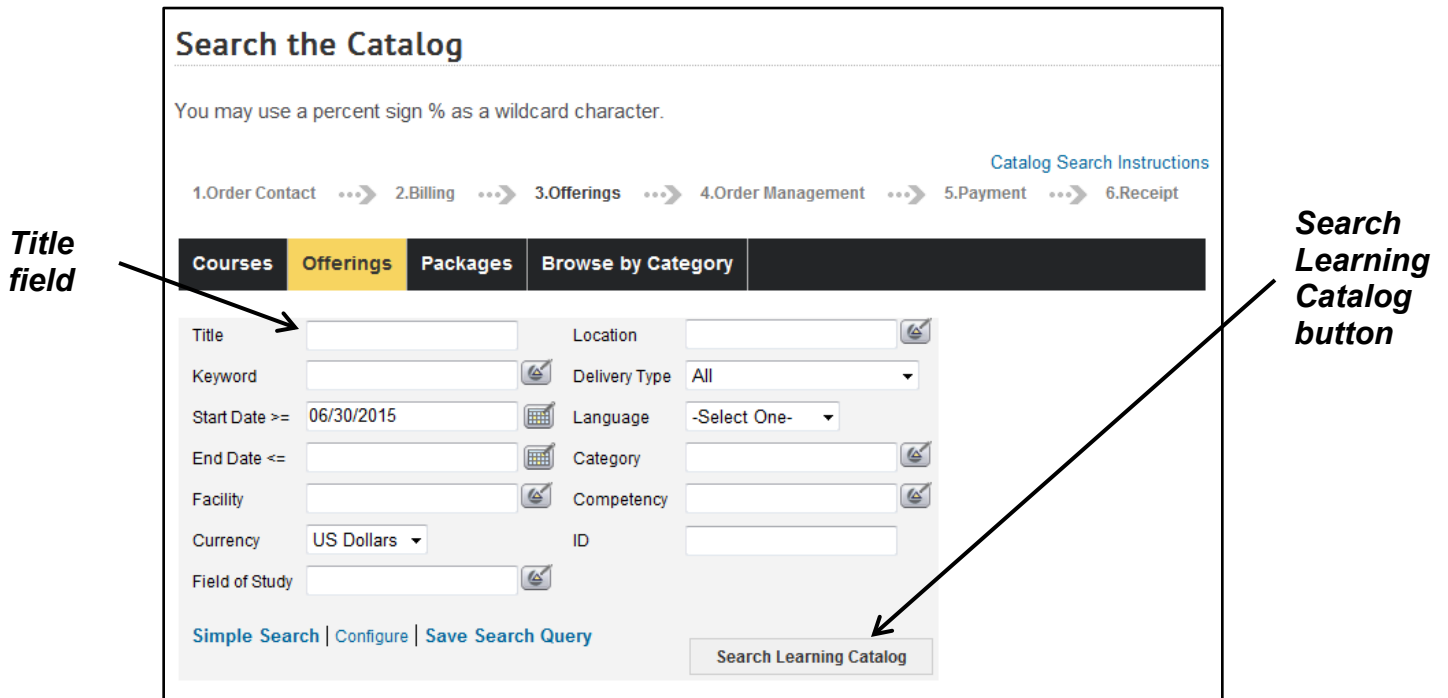


Figure 6 – Title field and Search Learning Catalog button

- 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
The No FEAR Act	2.2	Online Training					0.00 USD	Register
The No FEAR Act	2.0	Online Training					0.00 USD	Register Add/View Notes

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)'. Inside this section, there is a table with columns: Learner, Status, Price, Training Units, and Actions. The table contains one row with the following data: 'No Learner Assigned', 'Confirmed', '0.00 USD', and two links: 'Set Learner' and 'Remove From Cart'. An arrow points from the text 'Set Learner link' on the right to the 'Set Learner' link in the table. Below the table, there is a summary section showing 'Order Total 0', 'Discount 0', and 'Total 0'. At the bottom, there are two buttons: 'Continue Shopping' and 'Place Order'.

Learner	Status	Price	Training Units	Actions
No Learner Assigned	Confirmed	0.00 USD		Set Learner Remove From Cart

**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

Person ID

Last Name

Manager Search Depth* Direct Report

Domain

Security Roles -Select One-

Include All Suborganizations

Username

First Name

Organization

Location

Person Type -Select One-

Manager

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
NIH Learner	Confirmed	0.00 USD		Remove From Cart

Order Total 0
Discount 0
Total 0

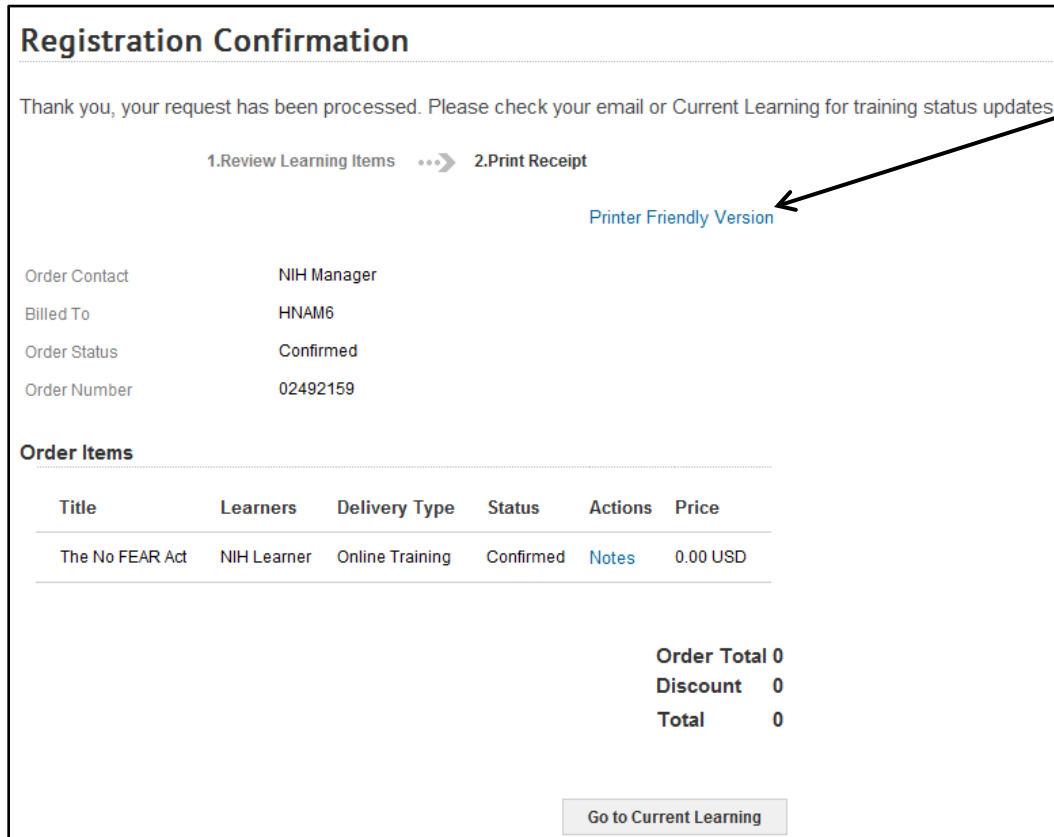
[Continue Shopping](#) [Place Order](#)

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' and price '0.00 USD'. A 'Notes' link is next to the status. 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	Notes	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 submit a helpdesk ticket at: <http://intrahr.od.nih.gov/helpdeskform.htm>