LEARNING MANAGEMENT SYSTEM (LMS)
REGISTER A LEARNER FOR AN OFFERING

This QRG will guide a Local Learning Registrar through the task of registering a Learner for a course in the LMS by creating an order.

1. Log on to the LMS.

2. Click the **Admin** icon.

3. Click the **Registrar** link.
4. Deselect the **Include Contact as Learner** checkbox (if the contact is being registered for the offering, leave it checked).

5. Make sure the **Order Contact’s Organization** radio button is selected in the Billed To section.
6. Click the **Pick Contact Name** pick icon.
7. In the popup window, enter your first and last name then click the **Search** button.

![Figure 6 – First Name and Last Name fields](image)

**Last Name field**

**First Name field**
8. Click the **Select** checkbox to the left of your name.

![Select checkbox](image)

Figure 7 – Select checkbox

9. You should be returned to the Orders screen with your LMS Username populating the Contact Name field. Click the **Next** button to continue.
10. Enter search criteria for the course in the Search field and then click the **Search** button.
11. Click the **Select** checkbox to the left of the course title.

12. Scroll to the bottom of the page and click the **Register** button.
13. Click the **Set Learner** link in the Actions column.

![Create Order](image)

**Figure 12 – Set Learner link on the Create Order page for a sample course**
14. Enter the search criteria for the person being registered and then click on the **Search** button.

![Search Person, Internal](image)

**Figure 13 – First Name and Last Name fields and Search button**
15. Click the Select checkbox to the left of the Learner’s name.

![Select checkbox](image)

Figure 14 – Select checkmark for a specific Learner

16. Courses requiring a manager’s approval will display a warning message advising that manager approval is required. Click the **Yes, Continue Registration** button to continue, if applicable.
Figure 15 – Yes, Continue Registration button
17. Click the **Place Order** button.

**NOTE:** If manager approval is required for the course, the Status for the individual Learners will display as Pending Approval instead of Confirmed.
18. You should see a Registration Confirmation receipt with specific information regarding the completed order.

![Registration Confirmation receipt sample](image)

Figure 17 – Registration Confirmation receipt sample

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