LEARNING MANAGEMENT SYSTEM (LMS)
CHECKING YOUR TRAINING ORDER HISTORY

Training orders are placed anytime you register for a course through the LMS. Orders may be placed by a Learner, manager, or an Administrator. This QRG will guide you through the steps to check the history of all training orders placed in your name.

1. Log into the LMS.
   
   **NOTE:** For instructions about logging on, refer to the Log-On Instructions (TS02-L) QRG.

2. From the LMS home page, click the **Learning** link in the left navigation menu.

   ![Figure 1 – Learning link on the LMS home page](image-url)
3. Click the **Order** link.
4. Enter search criteria into the Orders search field and click the **Search** button.

![Figure 3 – Search button on the Orders search page](image)
NOTE: Clicking the **Search** button without entering any data will display all orders.

![Sample Orders search results with no specified Order Number](image)

Figure 4 – Sample Orders search results with no specified Order Number

If you experience trouble with this process, please refer to the **LMS Support Page**.