LEARNING MANAGEMENT SYSTEM (LMS)
VIEW TEAM MEMBER ENROLLMENTS

Supervisors may view the LMS training enrollments of direct reports.

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.
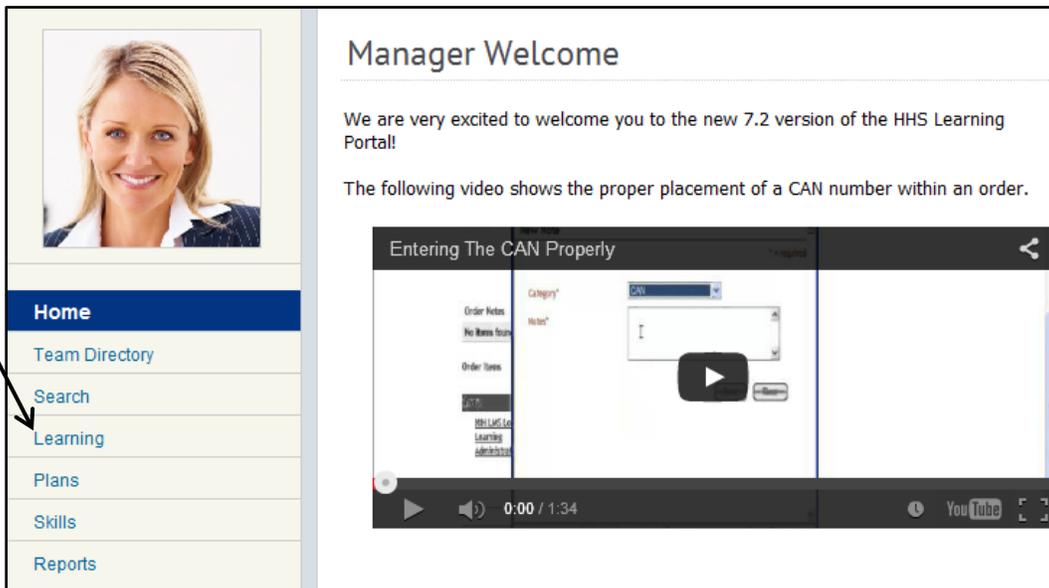
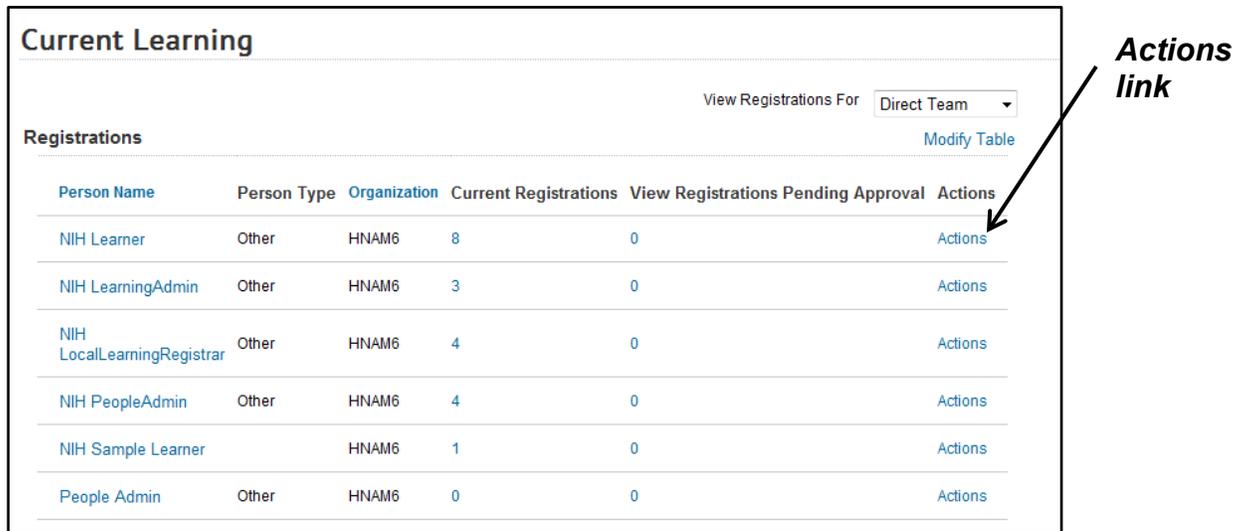*Learning link*

Figure 2 – Learning link

4. Click **Current Learning** link.

Current Learning link

Figure 3 – Current Learning link

5. Click the **Actions** for a specific team member.

Actions link

Figure 4 – Actions link

NOTE: To view alternate team members, select Alternate Team from the View Registrations For pull-down menu.

6. Click the **View All Current Registrations** link from the Actions activity menu.

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

7. The Current Learning page will load for the selected Learner.

Figure 6 – Current Learning page for a sample Learner

If you experience trouble with this process, please submit a helpdesk ticket at: http://intrahr.od.nih.gov/helpdeskform.htm