



LEARNING MANAGEMENT SYSTEM (LMS) **APPROVING ORDERS – MANAGER**

This QRG will guide Supervisors/Managers through the task of approving a training order for a team member for a class in the LMS. In order to perform this task, you must be designated as the manager for at least one Learner.

NOTE: Prior to this approval please verify that the CAN associated with this registration is accurate. Refer to the LMS tip sheet [TS73-S: Add/Review a CAN on an Order—Manager or Alternate Manager](#).

1. When one of your team members is added to an order needing approval, you will receive an email notification from the LMS stating that there is a registration pending your approval.
2. Log into the LMS.
3. Select the **Inbox** icon.



Figure 1 – Inbox icon

4. Select the **Approve Team Registrations** link from the left navigation menu.

**Approve
Team
Registrations**

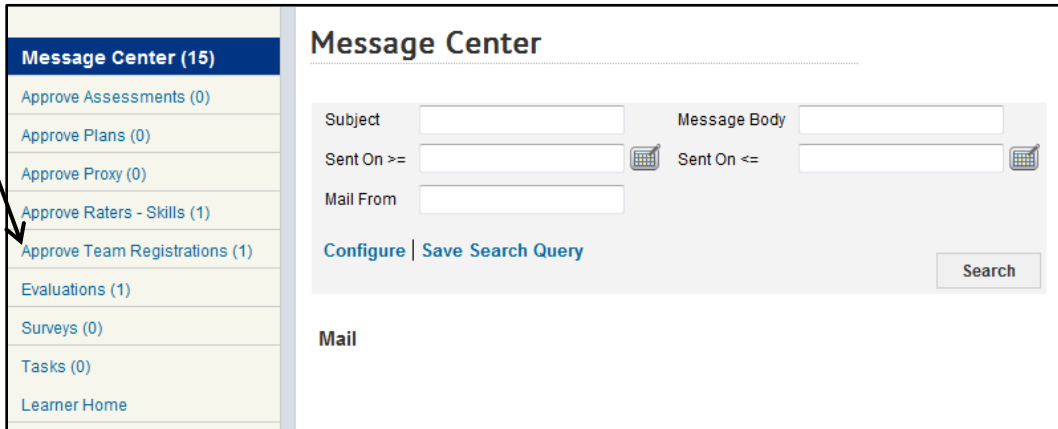
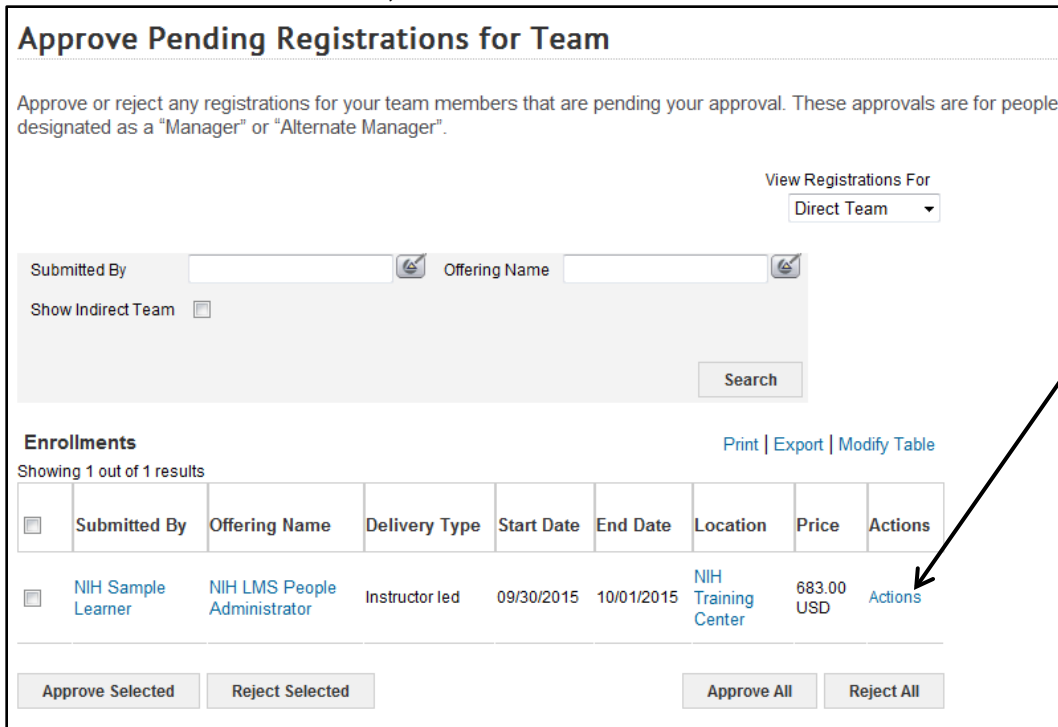


Figure 2 – Approve Team Registrations link

5. Under the **Actions** column, click the **Actions** link.



**Actions
link**

Figure 3 – Actions link

IMPORTANT: Do not click on the **Approve All** button at the bottom of the screen.

6. Click the **Approve** link in the Actions activity menu.

Approve Pending Registrations for Team

Approve or reject any registrations for your team members that are pending your approval. These approvals are for people designated as a "Manager" or "Alternate Manager".

View Registrations For: Direct Team

Submitted By: [] Offering Name: []

Show Indirect Team:

Search

Enrollments Print | Export | Modify T

Showing 1 out of 1 results

<input type="checkbox"/>	Submitted By	Offering Name	Delivery Type	Start Date	End Date	Location	Price	Actions
<input type="checkbox"/>	NIH Sample Learner	NIH LMS People Administrator	Instructor led	09/30/2015	10/01/2015	NIH Training Center	683.00 USD	Approve Reject Drop

Approve Selected Reject Selected Approve All Reject All

Figure 4 – Approve link in the Actions activity menu

7. The order is now approved and is no longer visible in your approval queue.

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