



LEARNING MANAGEMENT SYSTEM (LMS) CHANGING AN AAO – PEOPLE ADMIN

This QRG will guide LMS People Administrators through the task of changing the Additional Approver for Orders (AAO) in a LMS learner profile. This task can only be completed by People Administrators.

NOTE: The Administrator to be added as an Additional Approver for Orders must have Local Learning Registrar privileges. For more information about training requirements please go to: http://trainingcenter.nih.gov/lms_courses.html

1. Log on to the LMS.
2. Click the **Admin** icon.



Figure 1 – Admin icon

3. Enter the last name of the Learner into the Names field and click the **Search** button.

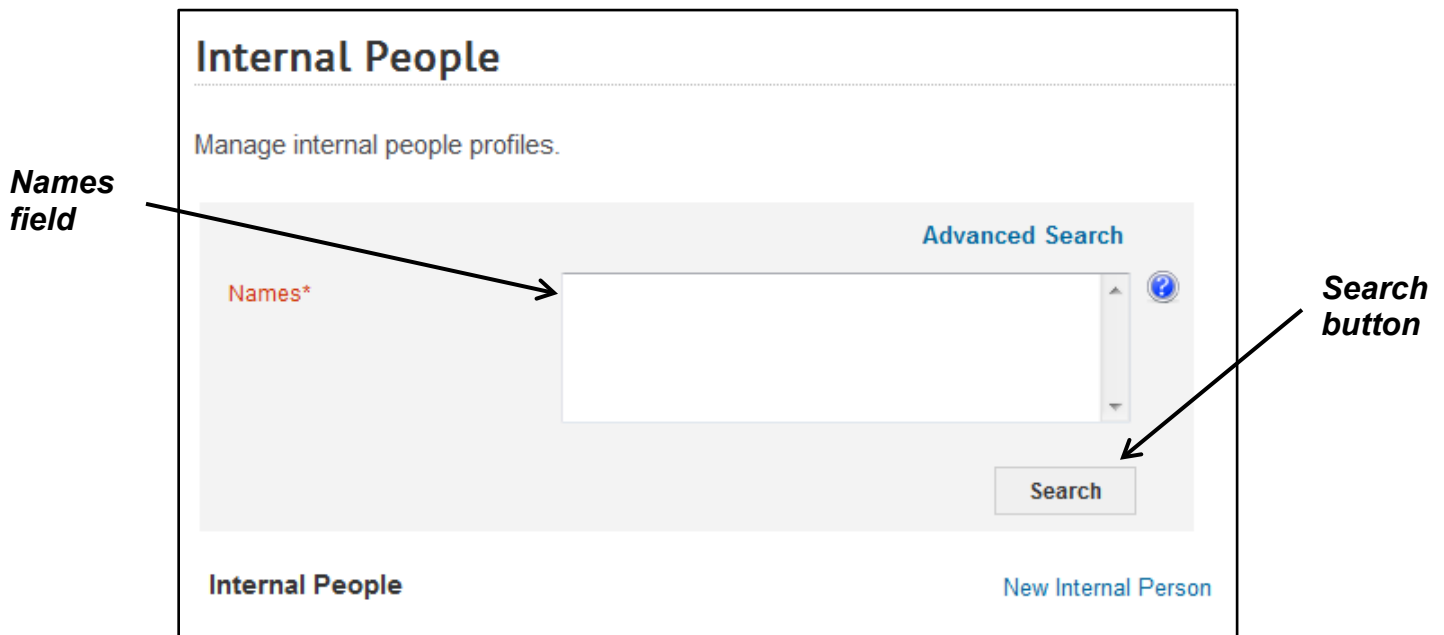


Figure 2 – Names field and Search button

4. Locate the name of the individual Learner from the search results and click the **Actions** link.

Internal People

Manage internal people profiles.

Advanced Search

Names* Learner

Search

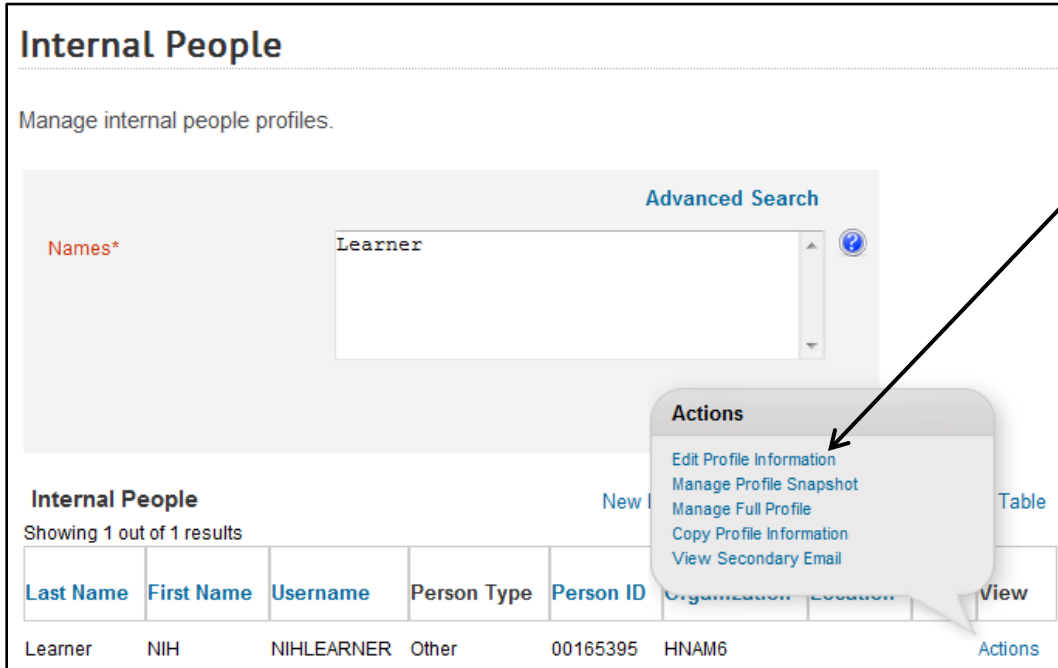
Internal People [New Internal Person](#) | [Print](#) | [Export](#) | [Modify Table](#)

Showing 1 out of 1 results

Last Name	First Name	Username	Person Type	Person ID	Organization	Location	Job	View
Learner		NIHLEARNER	Other	00165395	HNAM6			Actions

Figure 3 – Actions link

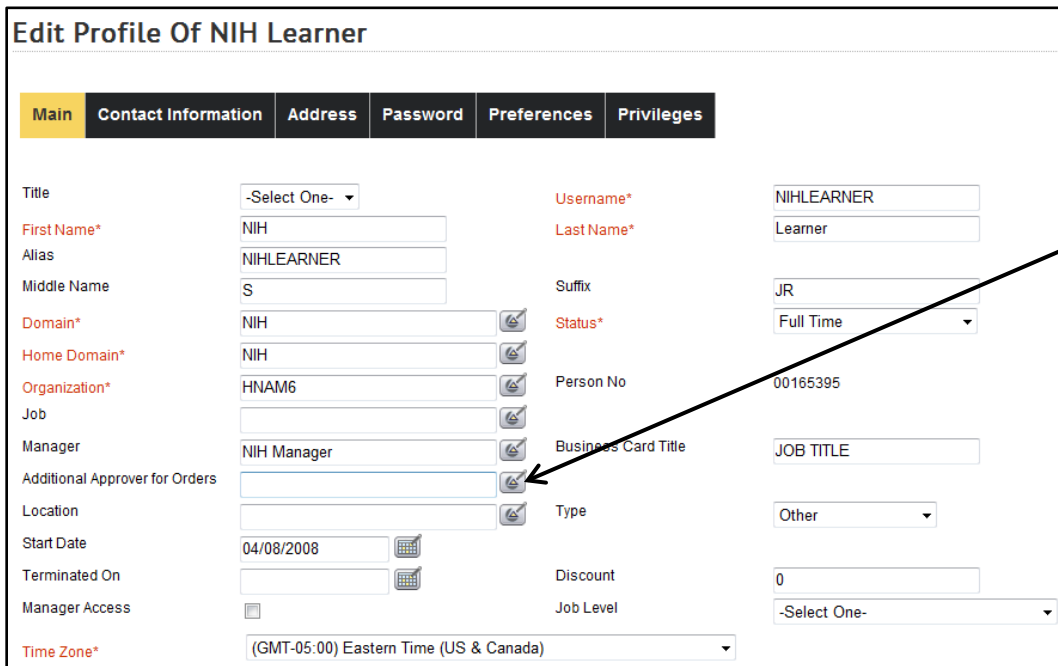
- Click the **Edit Profile Information** link from the Actions activity menu.



Edit Profile Information link

Figure 4 – Edit Profile Information link on the Actions activity menu

- Locate the Additional Approver for Orders field and click on the **Additional Approver for Orders** pick icon to the right of the field.



Additional Approver for Orders pick icon

Figure 5 – Additional Approver for Orders pick icon

7. Enter the last name of the new AAO in the Last Name field and click the **Search** button.

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.

First Name Last Name

Person ID Username

Manager Organization

Location Domain

Person Type Security Roles

Include All Suborganizations

Figure 6 – Last Name field and Search button

8. Click the checkbox next to the name of the new AAO.

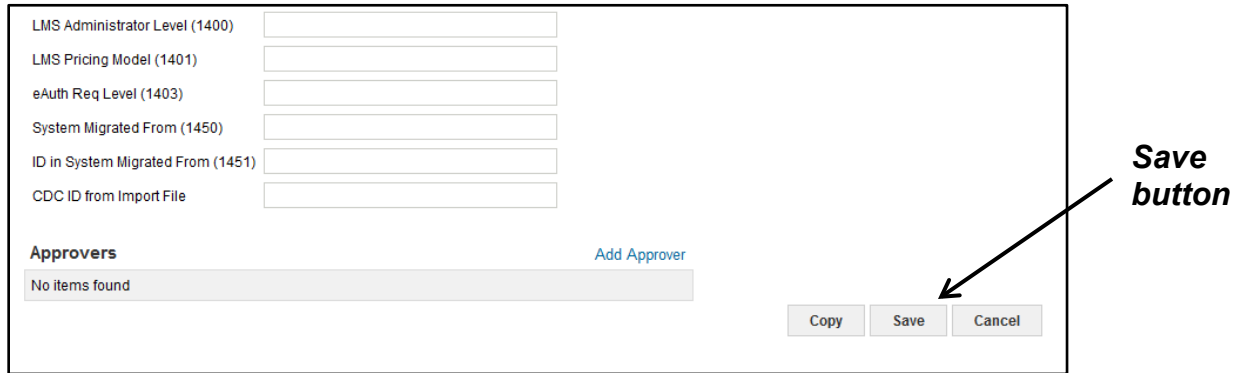
People [Print](#) | [Export](#)

Showing 1 out of 1 results

Select	First Name	Last Name	Username	Person Type	Person ID	Organization	Location	Manager
<input type="checkbox"/>	Additional	Approver	APPROVER01		00420382	HNAM		OLEUNG

Figure 7 – Select checkbox

9. Scroll to the bottom of the page and click the **Save** button.



The screenshot shows a web form with several input fields and a table. The input fields are labeled: "LMS Administrator Level (1400)", "LMS Pricing Model (1401)", "eAuth Req Level (1403)", "System Migrated From (1450)", "ID in System Migrated From (1451)", and "CDC ID from Import File". Below these is a section titled "Approvers" with a table containing "No items found" and a link "Add Approver". At the bottom right, there are three buttons: "Copy", "Save", and "Cancel". An arrow points from the text "Save button" to the "Save" button.

Figure 8 – Save button

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