



LEARNING MANAGEMENT SYSTEM (LMS) **ADDING AN ALTERNATE MANAGER**

This QRG will guide People Administrators or Local Learning Registrars through the task of adding an Alternate Manager in a Learner profile. Designating Alternate Managers enables additional NIH staff to perform manager tasks for a specific Learner.

1. Log into the LMS.
2. Click the **Admin** icon.



Figure 1 – Admin icon

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

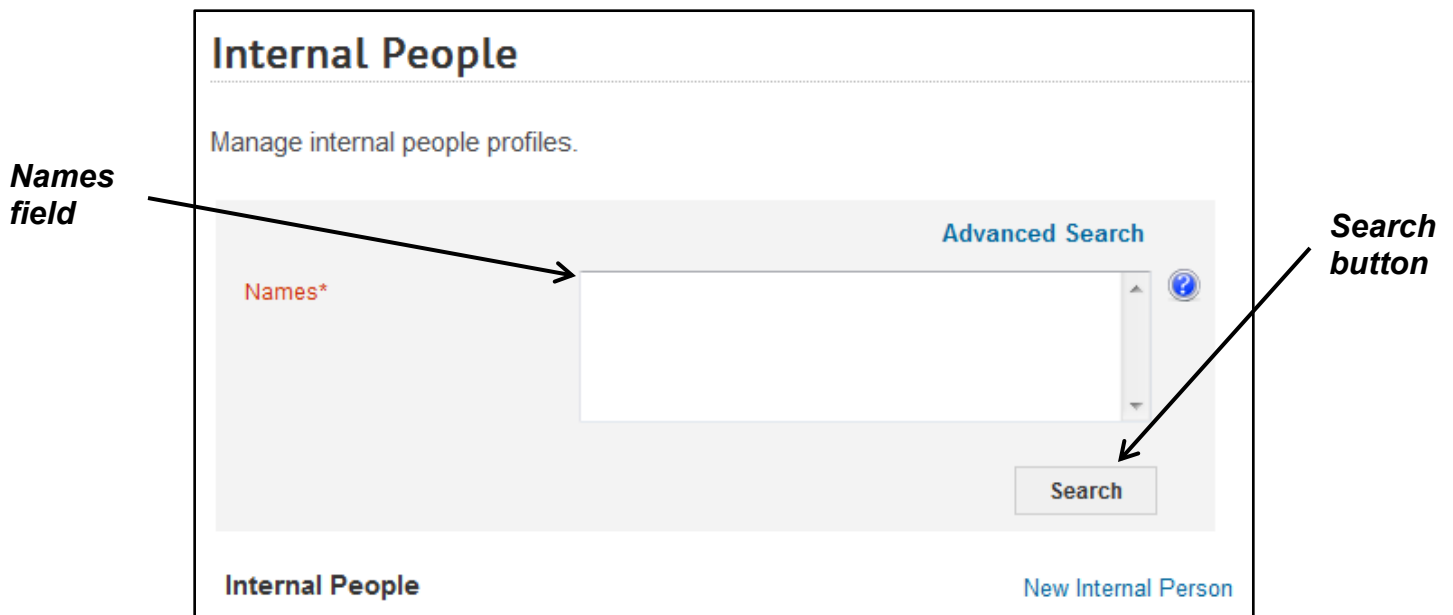


Figure 2 – Names field and Search button

4. Locate the name of the individual in the Results section and click the **Actions** link.

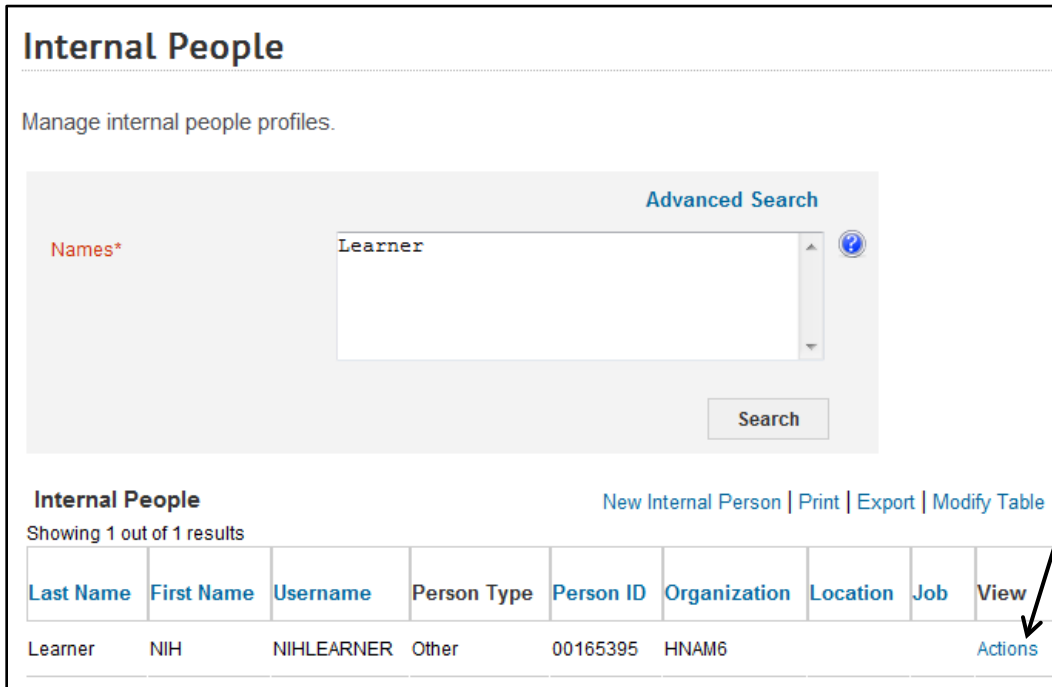


Figure 3 – Actions link

5. Click the **Edit Profile Information** link on the Actions activity menu.

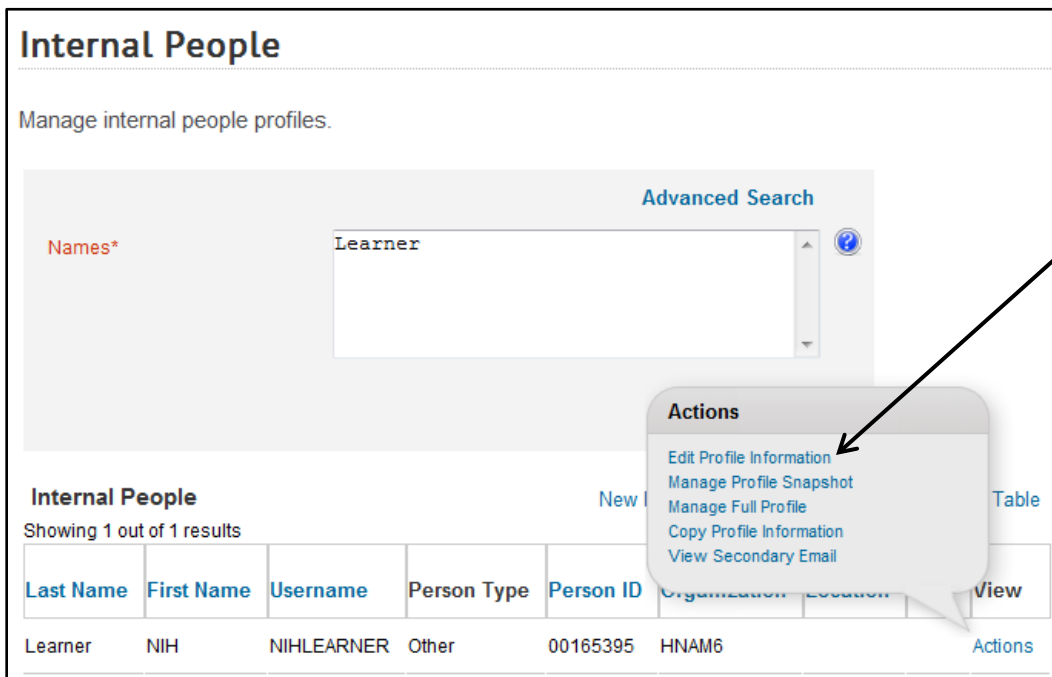


Figure 4 – Edit Profile Information link on the Actions activity menu

6. Locate the Alternate Managers section in the Learner profile and click the **Add Alternate Manager** link.

Edit Profile Of NIH Learner

Main Contact Information Address Password Preferences Privileges

Title: -Select One- Username*: NIHLEARNER
First Name*: NIH Last Name*: Learner
Alias: NIHLEARNER
Middle Name: S Suffix: JR
Domain*: NIH Status*: Full Time
Home Domain*: NIH
Organization*: HNAME6 Person No: 00165395
Job: Manager: NIH Manager Business Card Title: JOB TITLE
Additional Approver for Orders: NIHADDITIONALAPPROVER
Location: Type: Other
Start Date: 04/08/2008 Discount: 0
Terminated On: Job Level: -Select One-
Manager Access: Time Zone*: (GMT-05:00) Eastern Time (US & Canada)

Additional Organizations Add Additional Organizations
No items found

Alternate Managers Add Alternate Manager
No items found

Add Alternate Manager link

Figure 5 – Add Alternate Manager link

7. Type the last name of the Alternate Manager 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: *Last Name field*
Person ID: Username:
Manager: Organization:
Location: Domain:
Person Type: -Select One- Security Roles: -Select One-
Include All Suborganizations:

Search button

Search

Figure 6 – Last Name field and Search button

8. Click the checkbox for the Alternate Manager and click the **Select** button.

Select 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

People Print | Export

Showing 1 out of 1 results

| <input type="checkbox"/> | First Name | Last Name | Username | Person Type | Person ID | Organization | Location | Manager |
|--------------------------|------------|------------------|---------------------|-------------|-----------|--------------|----------|---------|
| <input type="checkbox"/> | NIH | AlternateManager | NIHALTERNATEMANAGER | | 00390467 | HNAM6 | | |

Figure 7 – Select checkbox and Select button

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

LMS Administrator Level (1400)

LMS Pricing Model (1401)

eAuth Req Level (1403)

System Migrated From (1450)

ID in System Migrated From (1451)

CDC ID from Import File

Approvers Add Approver

No items found

Figure 8 – Save button

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