This QRG will guide a Local Learning Registrar through the steps to check the order approval status, check who has made approvals, and verify the CAN assigned for NIH Training Center course enrollments for a specific Learner.

1. Log into the LMS.

2. Click the **Admin** icon.

3. Click the **Learning** link in the left navigation menu.
4. Enter the Last Name for the Learner in the Person Names field and click the **Search** button.

Figure 3 – Person Names field and Search button
5. Click the **View Registrations** link.
6. The Current Learning page should display, showing the order status of the enrollments for the Learner and an **Actions** link for each course.

![Current Learning for NIH Learner](image)

**Figure 5 – Actions link**
7. If the Status of the course is Pending Approval or Confirmed, click the **Actions** link to determine the current position in the approval process. If the Status of the course is anything other than Pending Approval or Confirmed, skip to Step 8.

   a. If the Status is Pending Approval and the Actions activity menu has links for **Drop**, **Reject**, and **Approve**, the order is awaiting the Manager/Alternate Manager (first level) approval.

   b. If the Status is Pending Approval and the Actions activity menu has links for **Drop**, **Reject as secondary approver**, and **Approve as secondary approver**, the order has been approved by the Manager/Alternate Manager (first level) and is awaiting the Additional Approver for Orders (AAO or second level) approval.

   c. If the Status is Confirmed and the Actions activity menu has links for **View Learning Assignments**, **Mark Complete**, and **Drop**, the order is fully approved.
8. To view the Order Details screen for the order which contains the Audit Trail for checking who made the approvals, and for verifying or adding the CAN note, click on the link for the name of the course.

![Course Name link](image)

**Figure 6 – Course Name link**
9. Click the **View Confirmation** link.

![View Confirmation link](image)
10. Click on the **Audit Trail** icon to view the details of the approval process.

![Audit Trail icon]

Figure 8 – Audit Trail icon

11. Click the Close button to close the Audit Trail window.

![Close button]

Figure 9 – Close button
12. Click the **Notes** link to verify what CAN was entered for the order.

![Order Details: Order Number 02492069](image)

If you experience trouble with this process, please refer to the [LMS Support Page](#).