



## *LEARNING MANAGEMENT SYSTEM (LMS)* **APPROVING ORDERS – LOCAL LEARNING REGISTRAR**

When an approver is on leave, a Local Learning Registrar (LLR) has the ability to make approvals on their behalf. This QRG will guide an LLR through the steps to verify the CAN assigned for NIH Training Center course enrollments for a specific Learner and make the necessary approvals.

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



Figure 1 – Admin icon

3. Click the **Learning** link in the left navigation menu.

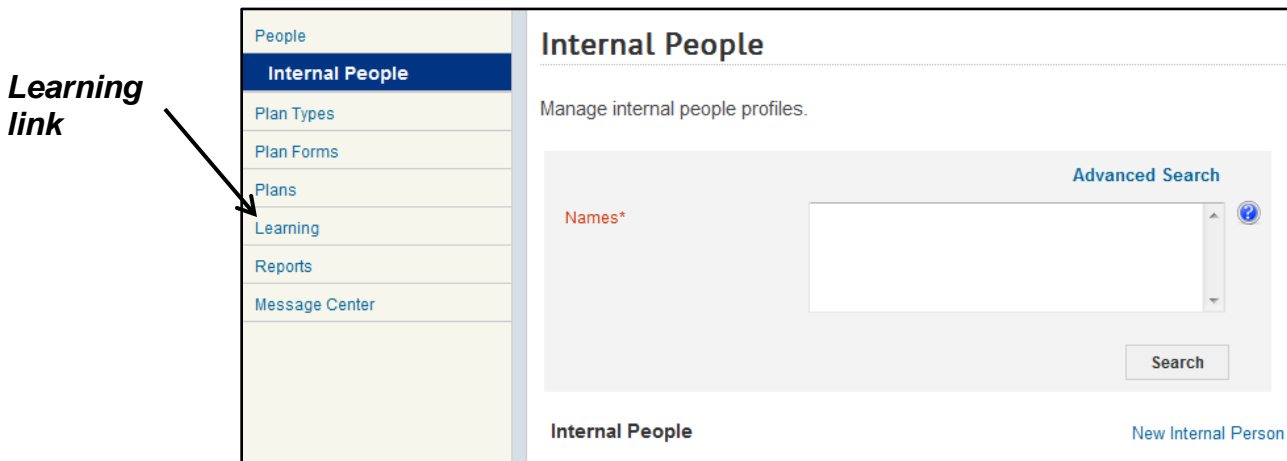


Figure 2 – Learning link

4. Enter the last name of the Learner in the Person Names field and click the **Search** button.

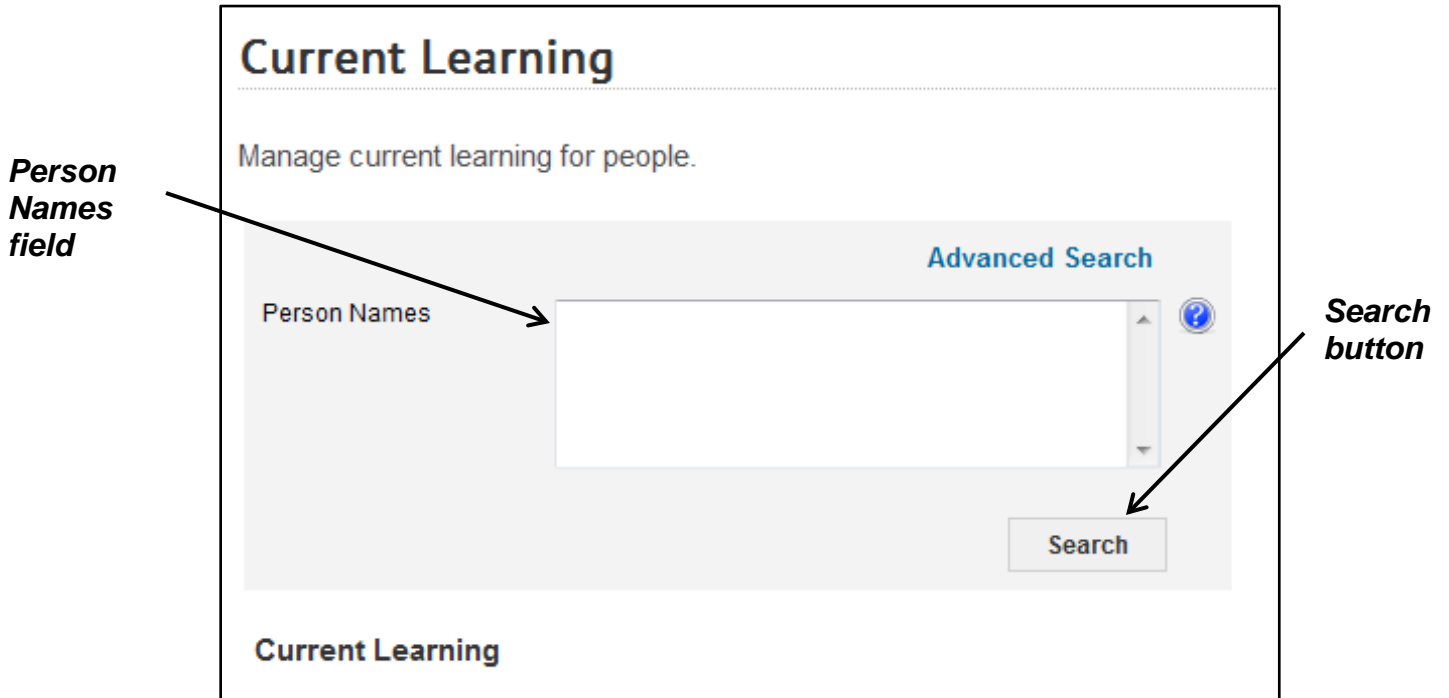


Figure 3 – Person Names field and Search button

5. Click the **View Registrations** link.

The screenshot shows a web interface titled "Current Learning" with the subtitle "Manage current learning for people." It features an "Advanced Search" section with a text input field containing "Learner" and a "Search" button. Below the search is a table with the following data:

Last Name	First Name	Username	Person Type	Actions
Learner	NIH	NIHLEARNER	Other	<a href="#">View Registrations</a>

Navigation links "Print | Export | Modify Table" are located above the table. An arrow points from the text "View Registrations link" to the "View Registrations" link in the table.

Figure 4 – View Registrations link

6. To view the CAN note, click the link for the name of the course.

**Current Learning for NIH Learner**

View: All

**Current Learning** Print | Export | Modify Table

**Profile Quicklinks**  
[Certifications](#)  
[Curricula](#)  
[Current Learning](#)  
[Completed Learning](#)  
[Profile Snapshot](#)  
[Plans](#)

Select	Title	Delivery Type	Start Date	Location	Facility	Status	Mandatory	Actions
<input type="checkbox"/>	<a href="#">Books 24x7</a>	Online Training				Confirmed	<input type="checkbox"/>	<a href="#">Actions</a>
<input type="checkbox"/>	<a href="#">Exchanging Data with Excel 2007</a>	Online Training				Confirmed	<input type="checkbox"/>	<a href="#">Actions</a>
<input type="checkbox"/>	<a href="#">Getting Started with Safari</a>	Online Training				Confirmed	<input type="checkbox"/>	<a href="#">Actions</a>
<input type="checkbox"/>	<a href="#">Getting Started with Visio 2010</a>	Online Training				Confirmed	<input type="checkbox"/>	<a href="#">Actions</a>
<input checked="" type="checkbox"/>	<a href="#">NIH LMS Local Learning Registrar</a>	Instructor led	07/31/2015	NIH Training Center		Pending Approval	<input type="checkbox"/>	<a href="#">Actions</a>
<input type="checkbox"/>	<a href="#">NIH LMS Training Sample</a>	Instructor led	08/11/2015	NIH Training Center		Confirmed	<input type="checkbox"/>	<a href="#">Actions</a>
<input type="checkbox"/>	<a href="#">NIH-OER Your Role and Responsibility for Handling Financial Conflict of Interest</a>	Online Training				Confirmed	<input type="checkbox"/>	<a href="#">Actions</a>
<input type="checkbox"/>	<a href="#">The No FEAR Act</a>	Online Training				Confirmed	<input type="checkbox"/>	<a href="#">Actions</a>

[Approve Selected](#) [Approve All](#) [Reject Selected](#) [Reject All](#)

**course name**

Figure 5 – Course Name link

7. Click the **View Confirmation** link in the More Actions section.

The screenshot displays the course page for "NIH LMS Training Sample (00085235, FY2015)". It includes a "Back" button, a "More Actions" menu with options "Mark Complete", "View Confirmation", and "Export to Calendar", and a "View Confirmation" link highlighted by an arrow. Below the menu is a navigation bar with tabs for "Main", "Learning Assignments", "Associated Learning", and "Ratings". A learner profile section shows "NIH Learner" with a "Not Evaluated" status and a score of 0. A "Learning Assignments" table is also visible.

Module	Assignment Type	Requirement	Details	Completion Status	Completed On	Actions
Sessions	Session	Required		Not Evaluated		<a href="#">View All Sessions</a>

**View Confirmation link**

Figure 6 – View Confirmation link

- On the Order Details screen, click the **Add CAN** link to add or view the CAN number.

Order Details: Order Number 04291256

Order Contact: NIH LEARNER  
Created On: 07/27/2017  
Order Status: Confirmed

Order Items [Modify Table](#)

Title	Learner	Delivery Type	Status	Actions	Price	Cancellation Reason
NIH LMS Training Sample	NIH LEARNER	Instructor led	Pending Approval	<a href="#">Change Learner</a> <a href="#">Price Add CAN</a> <a href="#">Drop</a>	436.00 USD	
<b>Total</b>						436.00 USD

[Cancel](#)

*Add CAN link*

Figure 7 – Add CAN link

- After viewing or adding the CAN note, repeat steps 3 – 5 to return to the Learner's Current Learning page.

10. If the Status of the course is Pending Approval, click the **Actions** link to determine the current position in the approval process.
- 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. Click the Approve link to make the first level approval.
  - 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 completed the first level approval and is awaiting the Additional Approver for Orders (AAO or second level) approval. Click the **Approve as secondary approver** link to make the second level approval.

Current Learning for NIH LEARNER

View: All

Profile Quicklinks: Certifications, Curriculum, Learning, Assessment, Plans

Print | Export | Modify Table

Select	Title	Delivery Type	Start Date	Location	Facility	Status	Merged From	Mandatory	Actions
<input type="checkbox"/>	NIH Test Course BH	Instructor led	05/31/2017	Rockledge II		Offered		<input type="checkbox"/>	Actions
<input type="checkbox"/>	NIH LMS Training Sample	Instructor led	08/11/2015	10401 Fernwood Road		Pending Approval		<input type="checkbox"/>	Actions
<input type="checkbox"/>	Performance Management Appraisal Program (PMAP) for Employees	Online Training				Confirmed		<input type="checkbox"/>	Actions

Approve Selected | Approve All | Reject Selected | Reject All

**Approve link**

Figure 8 – Approve link

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