Which NIH LMS Administrator Class is right for me?

- **Learning Administrator**
  - Create and manage course resources
  - Create and manage courses and course offerings
  - View and manage rosters
  - View Learner profiles and current and completed registrations
  - Close out Instructor-Led Training (ILT) offerings
  - Run, export, email and create subscriptions for various reports

- **Local Learning Registrar**
  - View and edit Learner profiles
  - Reactivate deactivated LMS accounts
  - Create orders to register Learners for course offerings found in the LMS catalog
  - Modify and/or drop course registration orders
  - View and edit a Learner’s current and completed registrations
  - Approve/reject orders on behalf of managers and Additional Approvers for Orders
  - Run, export, email and create subscriptions for various reports

- **People Administrator**
  - Use simple and advanced searching techniques to view Learner Profile information
  - Search and view jobs
  - Search, view, create, edit and assign roles
  - Search and view competencies and competency details
  - Create competency groups
  - Run, export, email and create subscriptions for various reports