



## ***LEARNING MANAGEMENT SYSTEM (LMS)*** **APPROVING ORDERS – ALTERNATE MANAGER**

This QRG will guide Alternate Managers through the task of approving a training order for an alternate team member for a class in the LMS. In order to perform this task, you must be designated as the alternate manager for at least one Learner.

**NOTE:** Prior to making this approval, please verify that the CAN associated with this order is accurate. Refer to the LMS QRG [TS73-S: Add/Review a CAN on an Order—Manager or Alternate Manager](#).

1. When one of your alternate team members is added to an order needing approval, you will receive an email notification from the LMS stating that there is a registration pending your approval.
2. Log on to the LMS.
3. Click the **Inbox** icon.



Figure 1 – Inbox icon

4. Click the **Approve Team Registrations** link in the left navigation menu.

*Approve Team Registrations link*

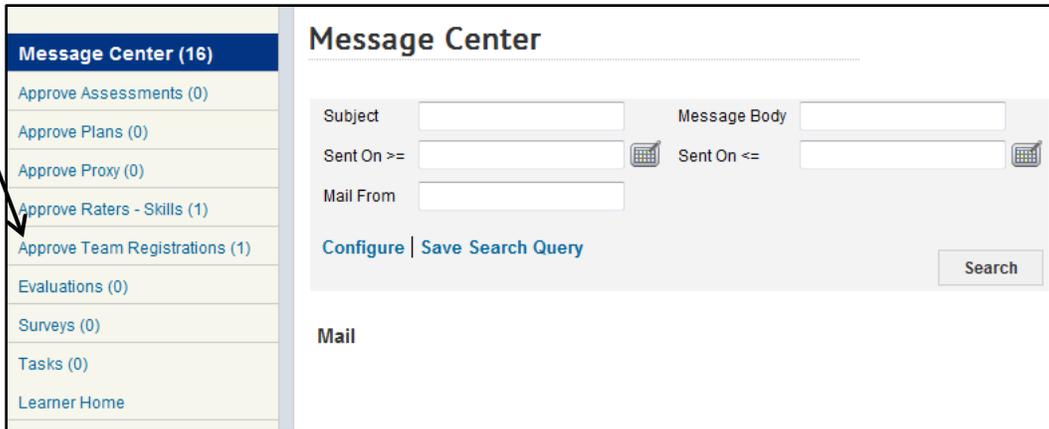


Figure 2 – Approve Team Registrations link

5. Select the **Alternate Team** in the View Registrations For pull-down menu.

*View Registrations For pull-down*

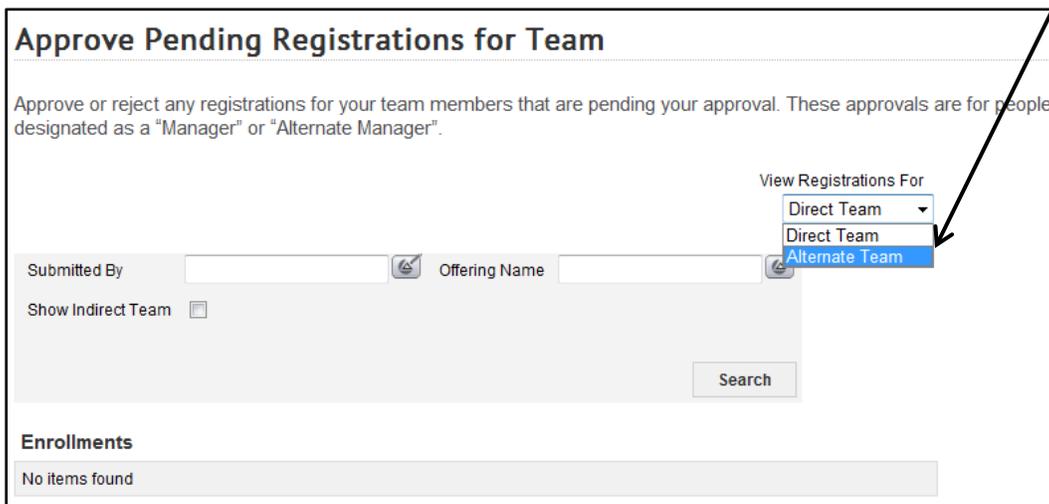


Figure 3 – View Registrations For pull-down menu

6. Under the **Actions** column, click the **Actions** link.

**Approve Pending Registrations for Team**

Approve or reject any registrations for your team members that are pending your approval. These approvals are for people designated as a "Manager" or "Alternate Manager".

View Registrations For  
Alternate Team ▾

Submitted By  Offering Name

**Enrollments** [Print](#) | [Export](#) | [Modify Table](#)

Showing 1 out of 1 results

<input type="checkbox"/>	Submitted By	Offering Name	Delivery Type	Start Date	End Date	Location	Price	Actions
<input type="checkbox"/>	NIH Sample Learner	NIH LMS People Administrator	Instructor led	09/23/2015	09/24/2015	NIH Training Center	683.00 USD	<a href="#">Actions</a>

**Actions link**

Figure 3 – Actions link

**IMPORTANT:** Do not click on the **Approve All** button at the bottom of the screen.

7. Click the **Approve** link in the Actions activity menu.

**Approve Pending Registrations for Team**

Approve or reject any registrations for your team members that are pending your approval. These approvals are for people designated as a "Manager" or "Alternate Manager".

View Registrations For: Alternate Team

Submitted By: [ ] Offering Name: [ ] Search

**Enrollments** Print | Export | Modify T

Showing 1 out of 1 results

<input type="checkbox"/>	Submitted By	Offering Name	Delivery Type	Start Date	End Date	Location	Price	Actions
<input type="checkbox"/>	NIH Sample Learner	NIH LMS People Administrator	Instructor led	09/23/2015	09/24/2015	NIH Training Center	683.00 USD	Approve Reject Drop

Approve Selected Reject Selected Approve All Reject All

Figure 4 – Approve link in the Actions activity menu

8. The order is now approved and is no longer visible in your approval queue.

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