LEARNING MANAGEMENT SYSTEM (LMS)

REGISTER A TEAM MEMBER FOR A COURSE

Supervisors/managers have the ability to register a direct report/team member for a course in the HHS Learning Portal/ LMS. In order to have access to the supervisor/manager menu options, you must be named as the Manager in at least one person’s LMS account profile.

1. Log on to the LMS.

2. Click the My Team icon.

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

![Figure 3 – Orders link](image)

5. On the Orders page, deselect the checkbox for Include Contact as a Learner and then click the **Next** button.

![Figure 4 – Include Contact as Learner checkbox and Next button](image)
6. On the Search Catalog screen, click the **Advanced Search** link.

7. Enter a course title in the Title field and click the **Search Learning Catalog** button. You can also use the other search parameters to help find the correct course.
8. Locate the appropriate course in the search results and click the **Register** link.

![Register link](image)

**Figure 7 – Register link**
9. Click the **Set Learner** link.

![Set Learner link](image-url)
10. To view all of your team members, click the **Search** button. You can also enter a First Name or Last Name to search for a specific team member.
11. Click the checkmark for the team member you want to add to the order.

![Select checkbox](image)

Figure 10 – Select checkbox

12. You should now see the Create Order page. To submit this order for the single team member, click the **Place Order** button. To add additional team members to the order, click the **Add Learners** link and repeat Steps 10 and 11.
Figure 11 – Add Learners link and Place Order button
13. A registration confirmation page will populate, which can be printed out by clicking the **Printer Friendly Version** link.

![Registration Confirmation Page](image)

**Figure 12 – Printer Friendly Version link**

**NOTE:** A training order number will be assigned to the request and the LMS will automatically send out an email notification to the individual responsible for approving the Learner’s courses. The class will now appear in the Learner’s Enrollments list.

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