LEARNING MANAGEMENT SYSTEM (LMS)
REGISTER A LEARNER FOR AN OFFERING

This QRG will guide a Local Learning Registrar through the task of registering a Learner for a course in the LMS by creating an order.

1. Log on to the LMS.

2. Click the **Admin** icon.

3. Click the **Registrar** link.
4. Deselect the Include Contact as Learner checkbox (if the contact is being registered for the offering, leave it checked).

Figure 3 – Include Contact as Learner checkbox

5. Make sure the Order Contact’s Organization radio button is selected in the Billed To section.

Figure 4 – Order Contact’s Organization radio button
6. Click the **Pick Contact Name** pick icon.

![Figure 5 – Pick Contact Name pick icon](image.jpg)
7. In the popup window, enter your first and last name then click the **Search** button.

![First Name and Last Name fields](image-url)
8. Click the **Select** checkbox to the left of your name.

9. You should be returned to the Orders screen with your LMS Username populating the Contact Name field. Click the **Next** button to continue.
10. Enter search criteria for the course in the Search field and then click the **Search** button.
11. Click the **Select** checkbox to the left of the course title.

![Select checkbox]

**Figure 10 – Select checkbox for a course in the search results**

12. Scroll to the bottom of the page and click the **Register** button.

![Register button]

**Figure 11 – Register button at the bottom of the page in the search results**
13. Click the **Set Learner** link in the Actions column.

![Create Order page with Set Learner link highlighted](image)

Figure 12 – Set Learner link on the Create Order page for a sample course
14. Enter the search criteria for the person being registered and then click on the **Search** button.

![Search Person, Internal form](image)

**Figure 13 – First Name and Last Name fields and Search button**
15. Click the Select checkbox to the left of the Learner’s name.

16. Courses requiring a manager’s approval will display a warning message advising that manager approval is required. Click the **Yes, Continue Registration** button to continue, if applicable.
Figure 15 – Yes, Continue Registration button

Please read...

The following warnings are displayed for the selected offering (NIH LMS People Administrator). Are you sure you want to continue?

<table>
<thead>
<tr>
<th>Learner Name</th>
<th>Warning</th>
</tr>
</thead>
<tbody>
<tr>
<td>NIH Sample Learner</td>
<td>This offering requires manager approval.</td>
</tr>
</tbody>
</table>

Add Learner  Yes, Continue Registration  Remove learners from order
17. Click the **Place Order** button.

**NOTE:** If manager approval is required for the course, the Status for the individual Learners will display as Pending Approval instead of Confirmed.
18. You should see a Registration Confirmation receipt with specific information regarding the completed order.

![Registration Confirmation receipt sample](image)

Figure 17 – Registration Confirmation receipt sample

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)