Training orders are placed anytime you register for a course through the LMS. Orders may be placed by a Learner, manager, or an Administrator. This QRG will guide you through the steps to check the history of all training orders placed in your name.

1. Log into the LMS.

   **NOTE**: For instructions about logging on, refer to the Log-On Instructions (TS02-L) QRG.

2. From the LMS home page, click the **Learning** link in the left navigation menu.

   ![Learning link](image)

   **Figure 1 – Learning link on the LMS home page**
3. Click the **Order** link.

![Orders link](image)

Figure 2 – Orders link on the Current Learning page
4. Enter search criteria into the Orders search field and click the **Search** button.

![Figure 3 – Search button on the Orders search page](image)

Search button
NOTE: Clicking the **Search** button without entering any data will display all orders.

Figure 4 – Sample Orders search results with no specified Order Number

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)