



LEARNING MANAGEMENT SYSTEM (LMS) **APPROVING ORDERS – ADDITIONAL APPROVER FOR ORDERS (AAO)**

This QRG will guide additional approvers through the task of approving a team member for a class in the LMS. In order to perform this task, you must be designated as the Additional Approver For Orders (AAO) for at least one Learner.

NOTE: Prior to this approval please verify that the CAN associated with this registration is accurate. Refer to the LMS tip sheet [TS74-A: Add/Review a CAN on a Training Order—AAO](#).

1. Log into the LMS.
2. Click on the **Inbox** icon.



Figure 1 – Inbox icon

3. Click the **Approve Registrations** link in the left navigation menu.

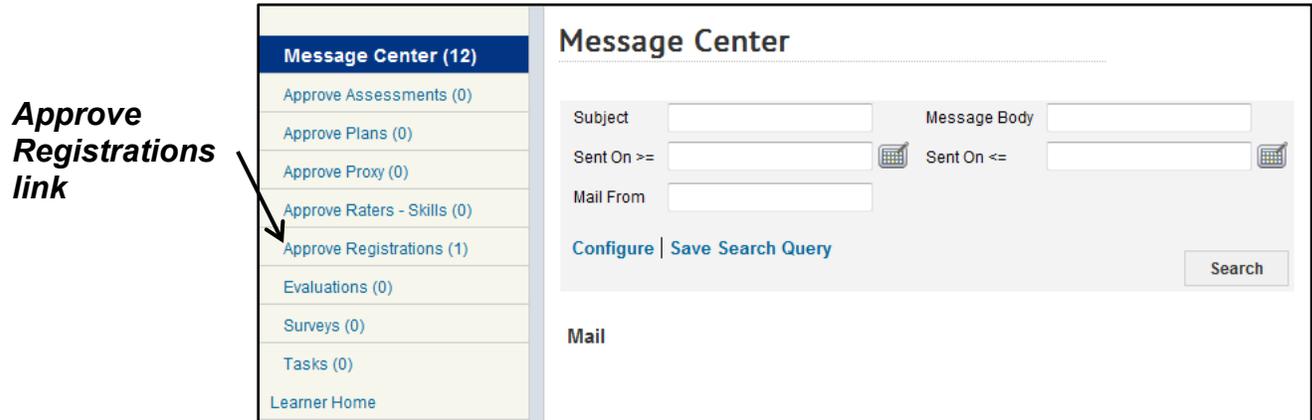


Figure 2 – Approve Registrations

4. In the list of Registrations Pending Approval by Order Item, locate the order you wish to approve. You can use the **Approve** or **Reject** links in the Action column to either approve or reject the order request, or you can click the checkbox for the order and use the **Approve Selected** or **Reject Selected** buttons.

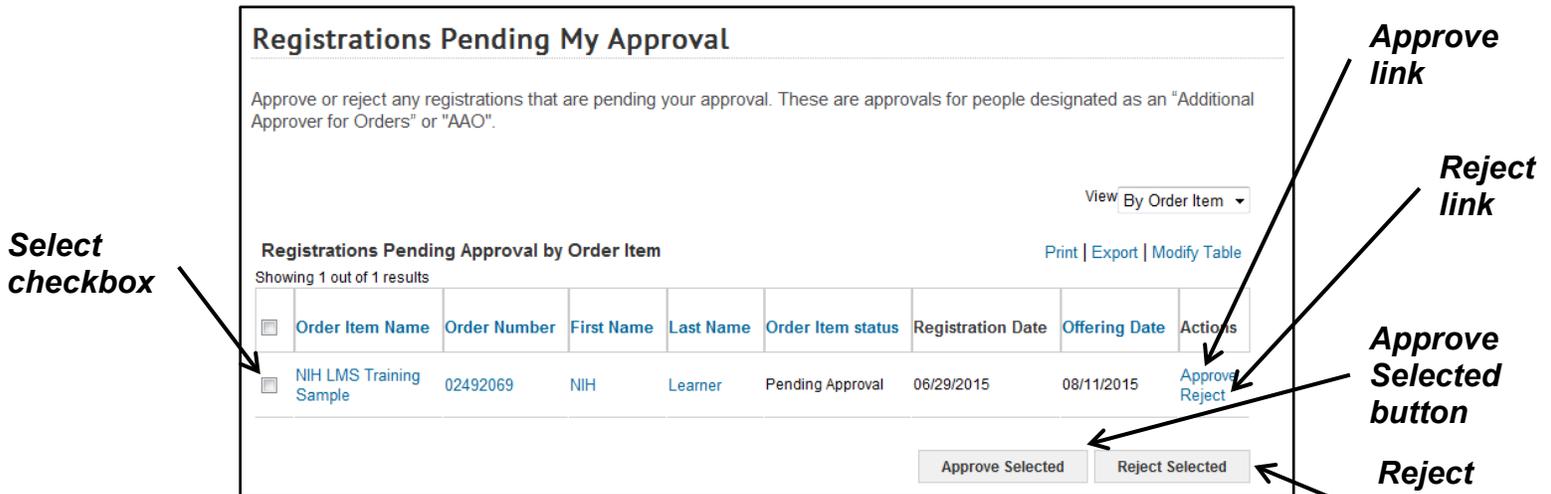


Figure 3 – Select checkbox, Approve Link, Approve Selected and Reject selected buttons

5. 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>