LEARNING MANAGEMENT SYSTEM (LMS) 
APPROVING ORDERS – MANAGER

This QRG will guide Supervisors/Managers through the task of approving a training order for a team member for a class in the LMS. In order to perform this task, you must be designated as the manager 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 TS73-S: Add/Review a CAN on an Order—Manager or Alternate Manager.

1. When one of your 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 into the LMS.

3. Select the Inbox icon.

Figure 1 – Inbox icon
4. Select the **Approve Team Registrations** link from the left navigation menu.

![Figure 2 – Approve Team Registrations link](image)

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

![Figure 3 – Actions link](image)

**IMPORTANT**: Do not click on the **Approve All** button at the bottom of the screen.
6. Click the **Approve** link in the Actions activity menu.

![Approve link in the Actions activity menu](image)

**Figure 4 – Approve link in the Actions activity menu**

7. 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](http://intrahr.od.nih.gov/helpdeskform.htm)*