LEARNING MANAGEMENT SYSTEM (LMS)
APPROVING ORDERS – ALTERNATE MANAGER

This QRG will guide Alternate Managers through the task of approving a training order for an alternate team member for a class in the LMS. In order to perform this task, you must be designated as the alternate manager for at least one Learner.

NOTE: Prior to making this approval, please verify that the CAN associated with this order is accurate. Refer to the LMS QRG TS73-S: Add/Review a CAN on an Order—Manager or Alternate Manager.

1. When one of your alternate 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 on to the LMS.

3. Click the Inbox icon.

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

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

5. Select the **Alternate Team** in the View Registrations For pull-down menu.

![Figure 3 – View Registrations For pull-down menu](image)
6. Under the **Actions** column, click the **Actions** link.

**IMPORTANT**: Do not click on the **Approve All** button at the bottom of the screen.
7. 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

8. 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)