LEARNING MANAGEMENT SYSTEM (LMS)
CHECKING ORDER DETAILS – LEARNER

This QRG will guide you through the steps to check the order status, check who has made approvals, and verify the CAN number assigned for all orders placed in your name. Orders are placed anytime you register or someone registers you for a course through the LMS.

1. Log on to the LMS.

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

2. Click the **Orders** link.

![Figure 2 – Orders link](image-url)
3. Click the **Search** button without entering an Order Number to display all orders for your account.

![Search button and Order Search Results](image)

Figure 3 – Search button and Order Search Results
4. To see the history of a particular order, enter the Order Number into the Order Number field and click the **Search** button.

![Figure 4 – Search button and Order Search results](image-url)
5. To view additional details about the order, click the link for a specific Order Number.

![Orders](image)

*Figure 5 – Order Number link*
6. This screen will show you the order details. The Status column will indicate whether the order is Pending Approval, Confirmed, Cancelled, or Billed. To see who approved the order, click on the **Audit Trail** icon.

![Figure 6 – Order Status column and Audit Trail icon](image-url)
7. In order to view the CAN assigned to a particular NIH Training Center order, in the Actions column click the **Notes** link.

![Order Details: Order Number 02491514]

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)