LEARNING MANAGEMENT SYSTEM (LMS)
APPROVING ORDERS – LOCAL LEARNING REGISTRAR

When an approver is on leave, a Local Learning Registrar (LLR) has the ability to make approvals on their behalf. This QRG will guide an LLR through the steps to verify the CAN assigned for NIH Training Center course enrollments for a specific Learner and make the necessary approvals.

1. Log into the LMS.

2. Click the Admin icon.

3. Click the Learning link in the left navigation menu.
4. Enter the last name of the Learner in the Person Names field and click the **Search** button.

![Person Names field and Search button](image)

Figure 3 – Person Names field and Search button
5. Click the **View Registrations** link.
6. To view the CAN note, click the link for the name of the course.

Figure 5 – Course Name link
7. Click the **View Confirmation** link in the More Actions section.

Figure 6 – View Confirmation link
8. On the Order Details screen, click the **Notes** link to add or view the CAN number.

![Order Details: Order Number 02492069](image)

Figure 7 – Notes link

9. After viewing or adding the CAN note, repeat steps 3 – 5 to return to the Learner's Current Learning page.
10. If the Status of the course is Pending Approval, click the **Actions** link to determine the current position in the approval process.

a. If the Status is Pending Approval and the Actions activity menu has links for **Drop, Reject**, and **Approve**, the order is awaiting the Manager/Alternate Manager (first level) approval. Click the Approve link to make the first level approval.

b. If the Status is Pending Approval and the Actions activity menu has links for **Drop, Reject as secondary approver**, and **Approve as secondary approver**, the order has completed the first level approval and is awaiting the Additional Approver for Orders (AAO or second level) approval. Click the **Approve as secondary approver** link to make the second level approval.

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)