



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.

A report named “NIH Registrations Needing Approval” is available to allow you to monitor the approval queue of another approver. A report subscription can be configured to email their approval queue to you on a periodic basis.

1. Log into the LMS.
2. Click the **Admin** icon.



Figure 1 – Admin icon

3. Click the **Learning** link in the left navigation menu.

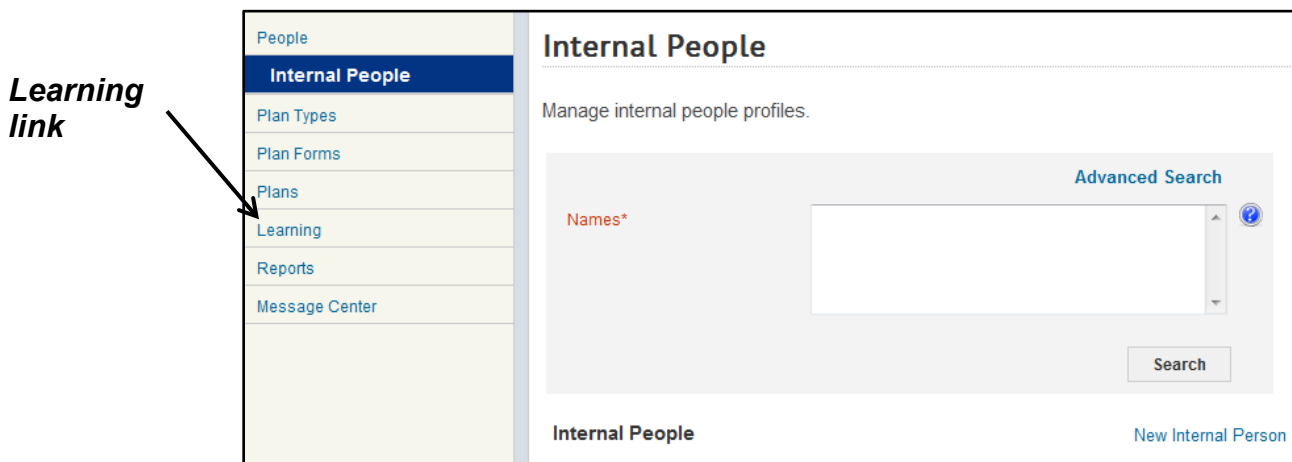


Figure 2 – Learning link

4. Enter the last name of the Learner in the Person Names field and click the **Search** button.

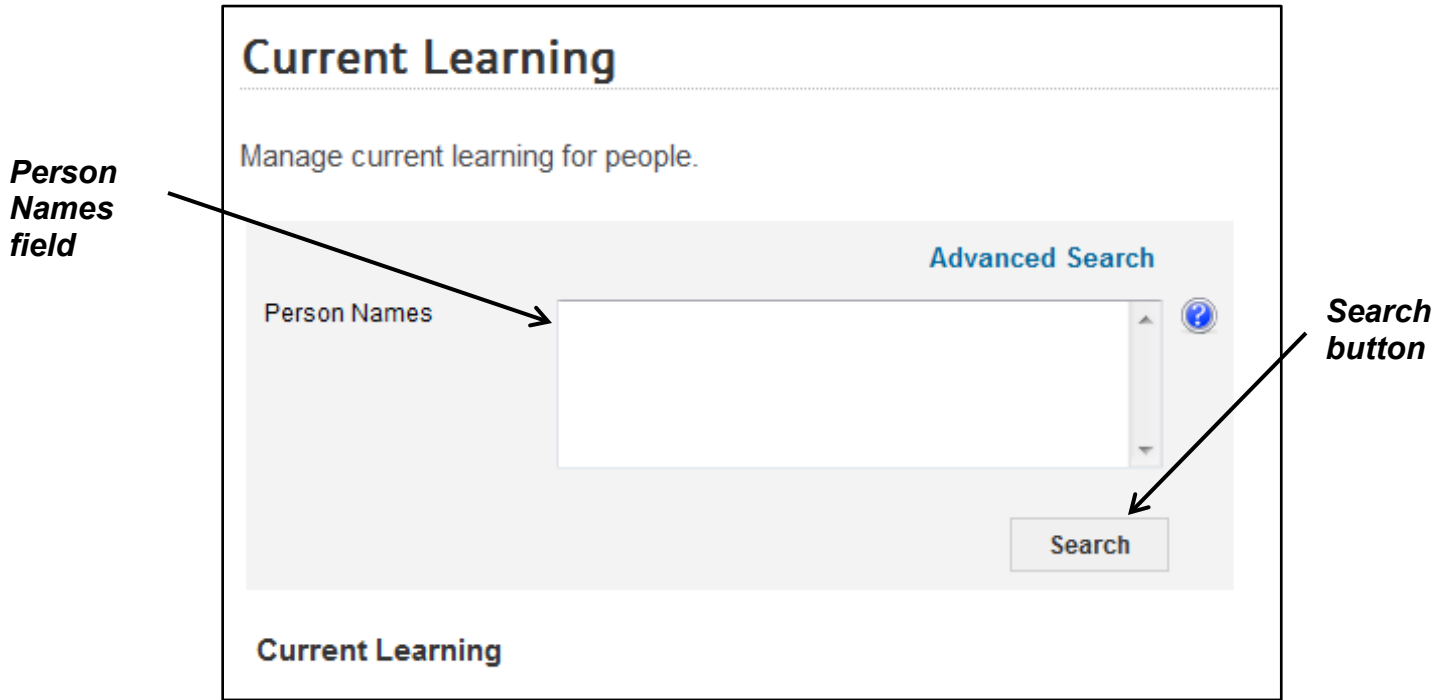


Figure 3 – Person Names field and Search button

5. Click the **View Registrations** link.

The screenshot shows a web interface titled "Current Learning" with the subtitle "Manage current learning for people." Below this is an "Advanced Search" section with a text input field containing "Learner" and a "Search" button. Underneath is a table with the following data:

Last Name	First Name	Username	Person Type	Actions
Learner	NIH	NIHLEARNER	Other	View Registrations

Additional elements include a "Print | Export | Modify Table" link above the table and a "View Registrations link" label with an arrow pointing to the link in the table's Actions column.

Figure 4 – View Registrations link

6. To view the CAN note, click the link for the name of the course.

Current Learning for NIH Learner

View: All

Current Learning Print | Export | Modify Table

Profile Quicklinks
Certifications
Curricula
Current Learning
Completed Learning
Profile Snapshot
Plans

Select	Title	Delivery Type	Start Date	Location	Facility	Status	Mandatory	Actions
<input type="checkbox"/>	Books 24x7	Online Training				Confirmed	<input type="checkbox"/>	Actions
<input type="checkbox"/>	Exchanging Data with Excel 2007	Online Training				Confirmed	<input type="checkbox"/>	Actions
<input type="checkbox"/>	Getting Started with Safari	Online Training				Confirmed	<input type="checkbox"/>	Actions
<input type="checkbox"/>	Getting Started with Visio 2010	Online Training				Confirmed	<input type="checkbox"/>	Actions
<input checked="" type="checkbox"/>	NIH LMS Local Learning Registrar	Instructor led	07/31/2015		NIH Training Center	Pending Approval	<input type="checkbox"/>	Actions
<input type="checkbox"/>	NIH LMS Training Sample	Instructor led	08/11/2015		NIH Training Center	Confirmed	<input type="checkbox"/>	Actions
<input type="checkbox"/>	NIH-OER Your Role and Responsibility for Handling Financial Conflict of Interest	Online Training				Confirmed	<input type="checkbox"/>	Actions
<input type="checkbox"/>	The No FEAR Act	Online Training				Confirmed	<input type="checkbox"/>	Actions

course name

Figure 5 – Course Name link

7. Click the **View Confirmation** link in the More Actions section.

The screenshot displays the course page for "NIH LMS Training Sample (00085235, FY2015)". It includes a "Back" button, a "More Actions" menu with options "Mark Complete", "View Confirmation", and "Export to Calendar", and a "View Confirmation" link highlighted by an arrow. Below the menu is a navigation bar with "Main", "Learning Assignments", "Associated Learning", and "Ratings". A learner profile section shows "Learner Name: NIH Learner", "Completion Status: Not Evaluated", and "Score: 0". A "Learning Assignments" table is also visible.

Module	Assignment Type	Requirement	Details	Completion Status	Completed On	Actions
Sessions	Session	Required		Not Evaluated		View All Sessions

View Confirmation link

Figure 6 – View Confirmation link

- On the Order Details screen, click the **Add CAN** link to add or view the CAN number.

Order Details: Order Number 04291256

Order Contact: NIH LEARNER
Created On: 07/27/2017
Order Status: Confirmed

Order Items [Modify Table](#)

Title	Learner	Delivery Type	Status	Actions	Price	Cancellation Reason
NIH LMS Training Sample	NIH LEARNER	Instructor led	Pending Approval	Change Learner Price Add CAN Drop	436.00 USD	
Total						436.00 USD

[Cancel](#)

Add CAN link

Figure 7 – Add CAN link

- 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.
- 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.
 - 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.

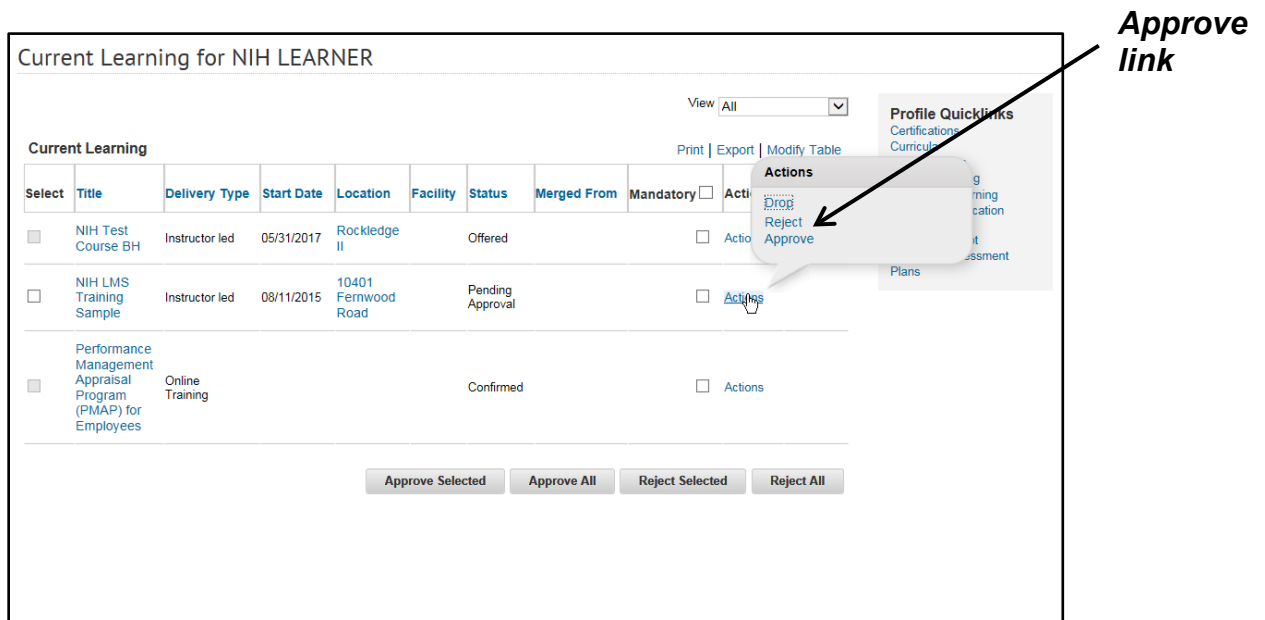


Figure 8 – Approve link

If you experience trouble with this process, please submit a helpdesk ticket at: <http://intrahr.od.nih.gov/helpdeskform.htm>