Which NIH LMS Administrator Class is Right for Me?

Local Learning Registrar (LLR)

- Search for learner profiles in your IC
- Reactivated LMS accounts that have been deactivated
- Create training registration orders for NIH Training Center courses
- Register, modify, or drop staff for non-NIHTC classes found in the LMS
- Add course completions to a staff transcript (completed learning) taken outside LMS
- Approve/Reject NIH Training Center orders on behalf of the managers and Additional Approvers on Orders (AAOs)
- Run, export, email and create subscriptions for various reports
- Are you a Servicing Administrative Officer? This class is not required for you.

Learning Administrator (LA)

- Create and manage courses and offerings (classes)
- View and manage rosters
- View Learner profiles and current / completed registrations
- Close out Instructor-Led Training / virtual classes
- Add staff exemptions for mandatory trainings, per guidance
- Run, export, email and create subscriptions for various reports
- After taking this course, will you need to test online course content that has been developed in your IC? Submit an HR Systems Support Ticket for more information.