



## ***LEARNING MANAGEMENT SYSTEM (LMS)*** **APPROVING ORDERS – MANAGER**

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

**NOTE:** Prior to this approval please verify that the CAN associated with this registration is accurate. Refer to the LMS tip sheet [TS73-S: Add/Review a CAN on an Order—Manager or Alternate Manager](#).

1. When one of your 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 into the LMS.
3. Select the **Inbox** icon.



Figure 1 – Inbox icon

4. Select the **Approve Team Registrations** link from the left navigation menu.

**Approve  
Team  
Registrations**

**Message Center (15)**

- Approve Assessments (0)
- Approve Plans (0)
- Approve Proxy (0)
- Approve Raters - Skills (1)
- Approve Team Registrations (1)**
- Evaluations (1)
- Surveys (0)
- Tasks (0)
- Learner Home

**Message Center**

Subject  Message Body

Sent On >=  Sent On <=

Mail From

[Configure](#) | [Save Search Query](#)

**Mail**

Figure 2 – Approve Team Registrations link

5. Under the **Actions** column, click the **Actions** link.

**Approve Pending Registrations for Team**

Approve or reject any registrations for your team members that are pending your approval. These approvals are for people designated as a "Manager" or "Alternate Manager".

View Registrations For

Submitted By  Offering Name

Show Indirect Team ☐

**Enrollments** [Print](#) | [Export](#) | [Modify Table](#)

Showing 1 out of 1 results

|                          | Submitted By       | Offering Name                | Delivery Type  | Start Date | End Date   | Location            | Price      | Actions                 |
|--------------------------|--------------------|------------------------------|----------------|------------|------------|---------------------|------------|-------------------------|
| <input type="checkbox"/> | NIH Sample Learner | NIH LMS People Administrator | Instructor led | 09/30/2015 | 10/01/2015 | NIH Training Center | 683.00 USD | <a href="#">Actions</a> |

**Actions  
link**

Figure 3 – Actions link

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

6. Click the **Approve** link in the Actions activity menu.

**Approve Pending Registrations for Team**

Approve or reject any registrations for your team members that are pending your approval. These approvals are for people designated as a "Manager" or "Alternate Manager".

View Registrations For  
Direct Team

Submitted By  Offering Name

Show Indirect Team ☐

Search

**Enrollments** [Print](#) | [Export](#) | [Modify T](#)

Showing 1 out of 1 results

| <input type="checkbox"/> | Submitted By       | Offering Name                | Delivery Type  | Start Date | End Date   | Location            | Price      | Actions                                                                   |
|--------------------------|--------------------|------------------------------|----------------|------------|------------|---------------------|------------|---------------------------------------------------------------------------|
| <input type="checkbox"/> | NIH Sample Learner | NIH LMS People Administrator | Instructor led | 09/30/2015 | 10/01/2015 | NIH Training Center | 683.00 USD | <a href="#">Approve</a><br><a href="#">Reject</a><br><a href="#">Drop</a> |

Approve Selected Reject Selected Approve All Reject All

Figure 4 – Approve link in the Actions activity menu

7. The order is now approved and is no longer visible in your approval queue.

**If you experience trouble with this process, please refer to the [LMS Support Page](#).**