National Institutes of Health
Office of Management

LEARNING MANAGEMENT SYSTEM (LMS)

DETERMINING ORDER APPROVAL STATUS – LOCAL LEARNING REGISTRAR

This QRG will guide a Local Learning Registrar through the steps to check the order approval status, check who has made approvals, and verify the CAN assigned for NIH Training Center course enrollments for a specific Learner.

1. Log into the LMS.

2. Click the **Admin** icon.

Figure 1 – Admin icon

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

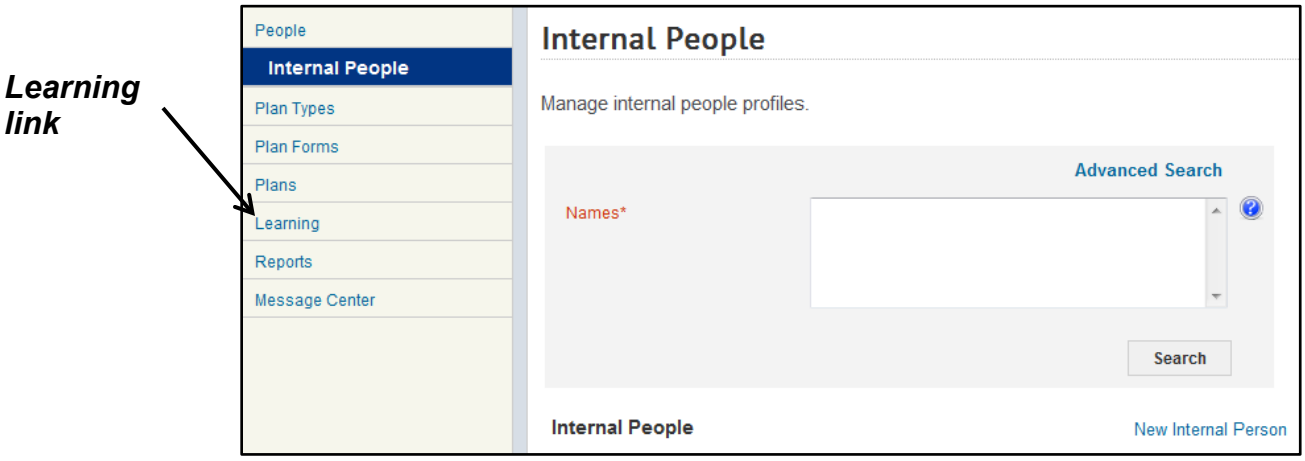


Figure 2 – Learning link

4. Enter the Last Name for the Learner in the Person Names field and click the **Search** button.

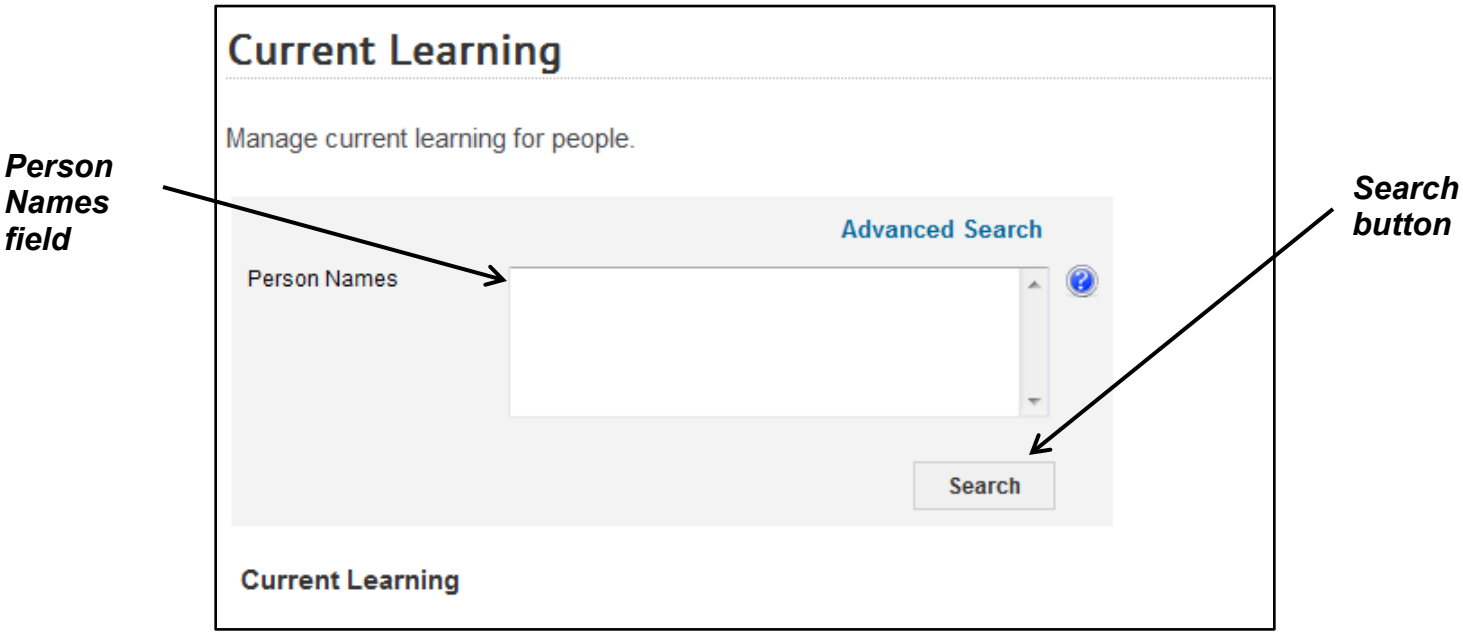


Figure 3 – Person Names field and Search button

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

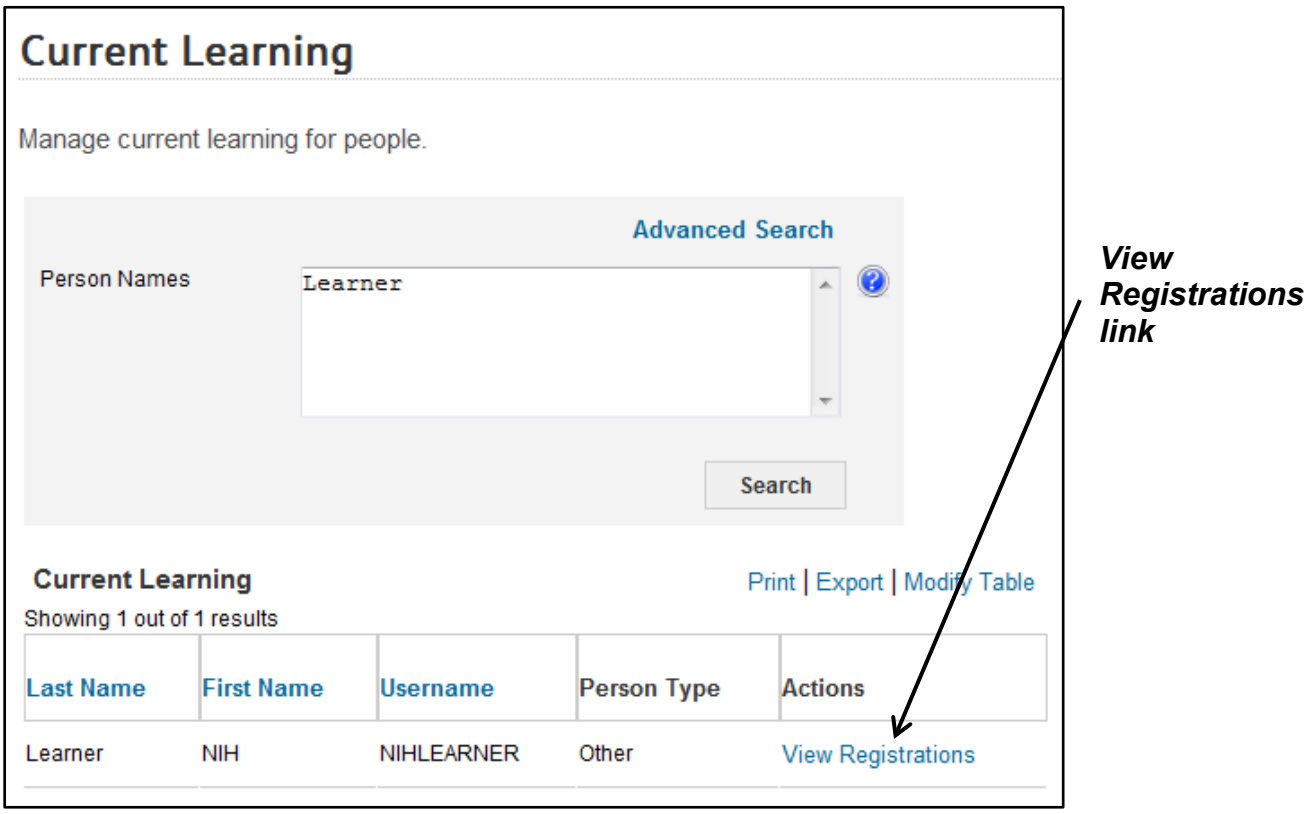


Figure 4 – View Registrations link

6. The Current Learning page should display, showing the order status of the enrollments for the Learner and an **Actions** link for each course.

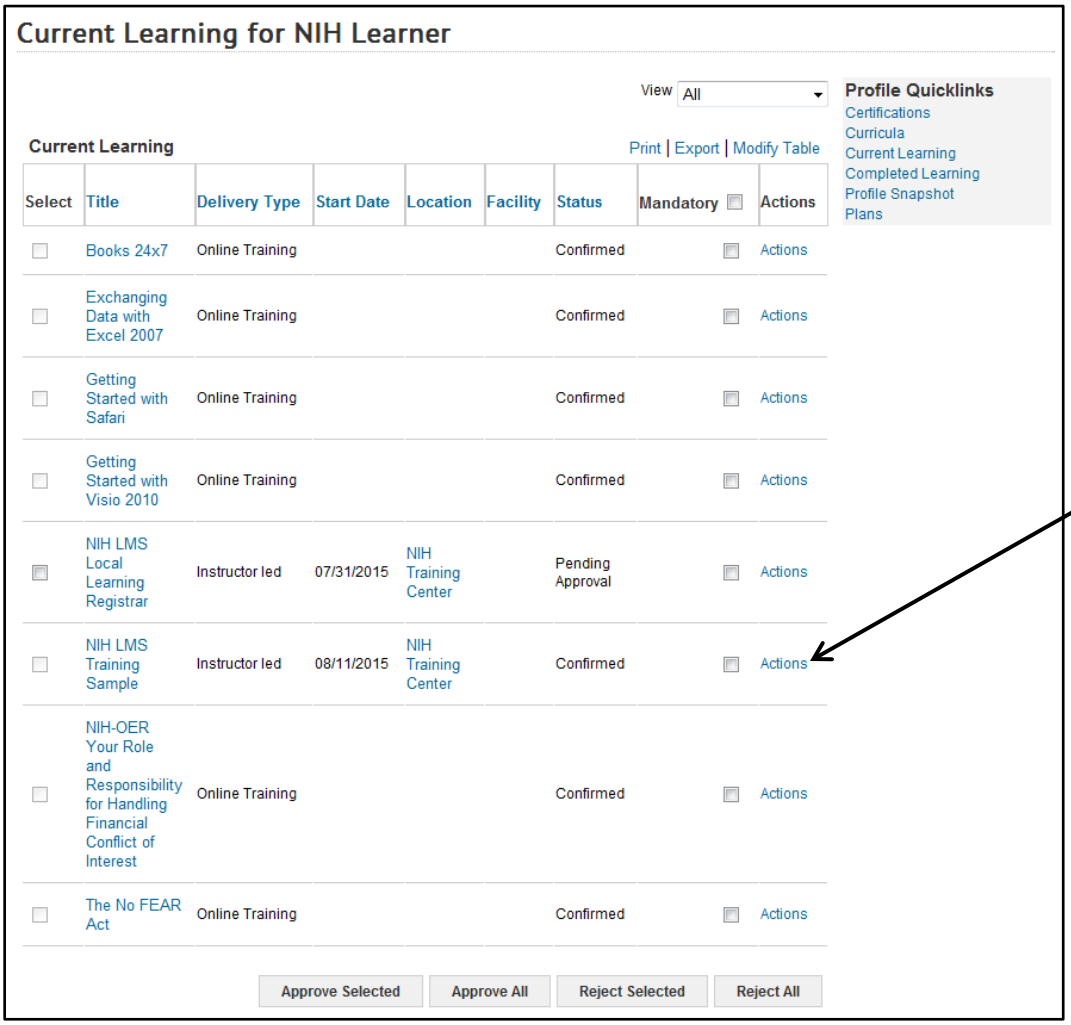


Figure 5 – Actions link

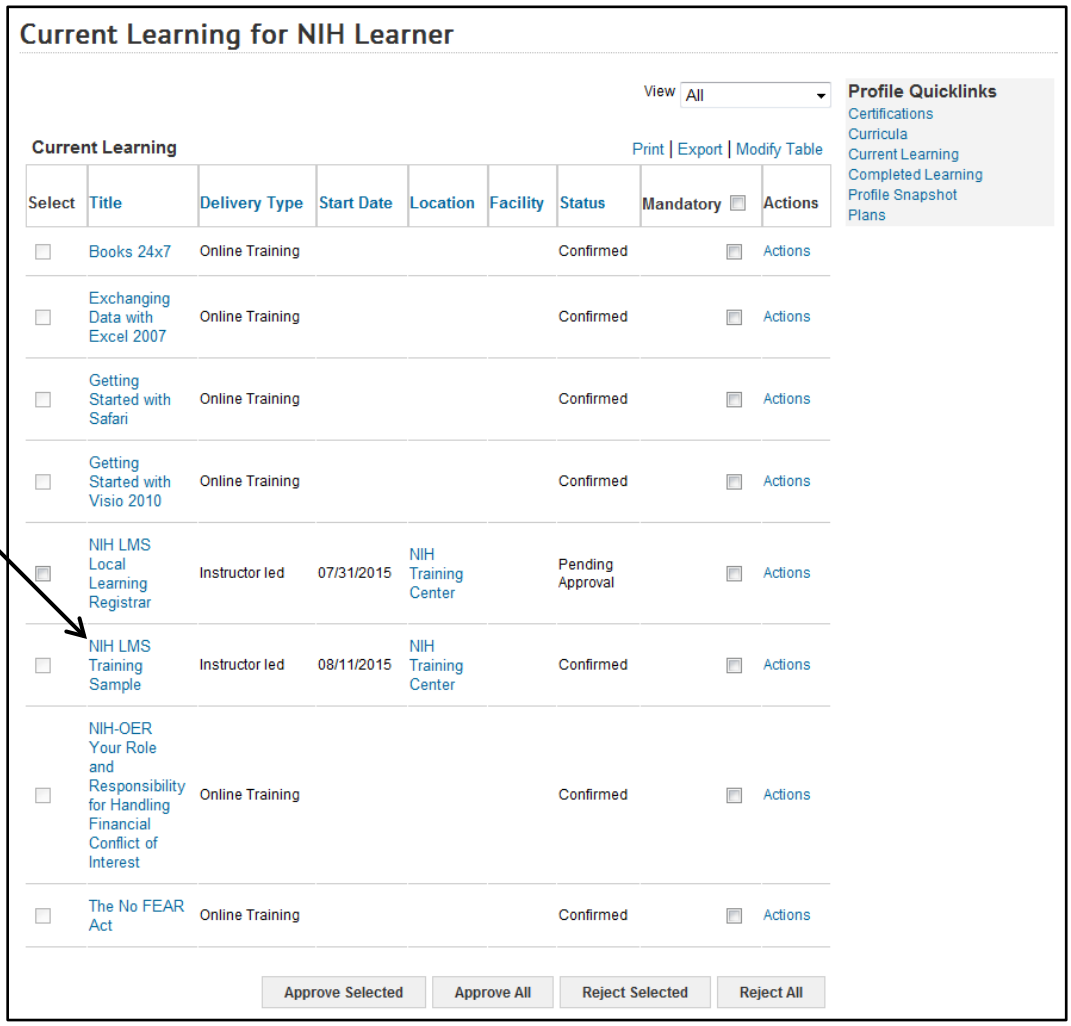
7. If the Status of the course is Pending Approval or Confirmed, click the **Actions** link to determine the current position in the approval process. If the Status of the course is anything other than Pending Approval or Confirmed, skip to Step 8.

    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.

    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 been approved by the Manager/Alternate Manager (first level) and is awaiting the Additional Approver for Orders (AAO or second level) approval.

    c. If the Status is Confirmed and the Actions activity menu has links for **View Learning Assignments**, **Mark Complete**, and **Drop**, the order is fully approved.

8. To view the Order Details screen for the order which contains the Audit Trail for checking who made the approvals, and for verifying or adding the CAN note, click on the link for the name of the course.



Course Name link

Figure 6 – Course Name link

9. Click the **View Confirmation** link.

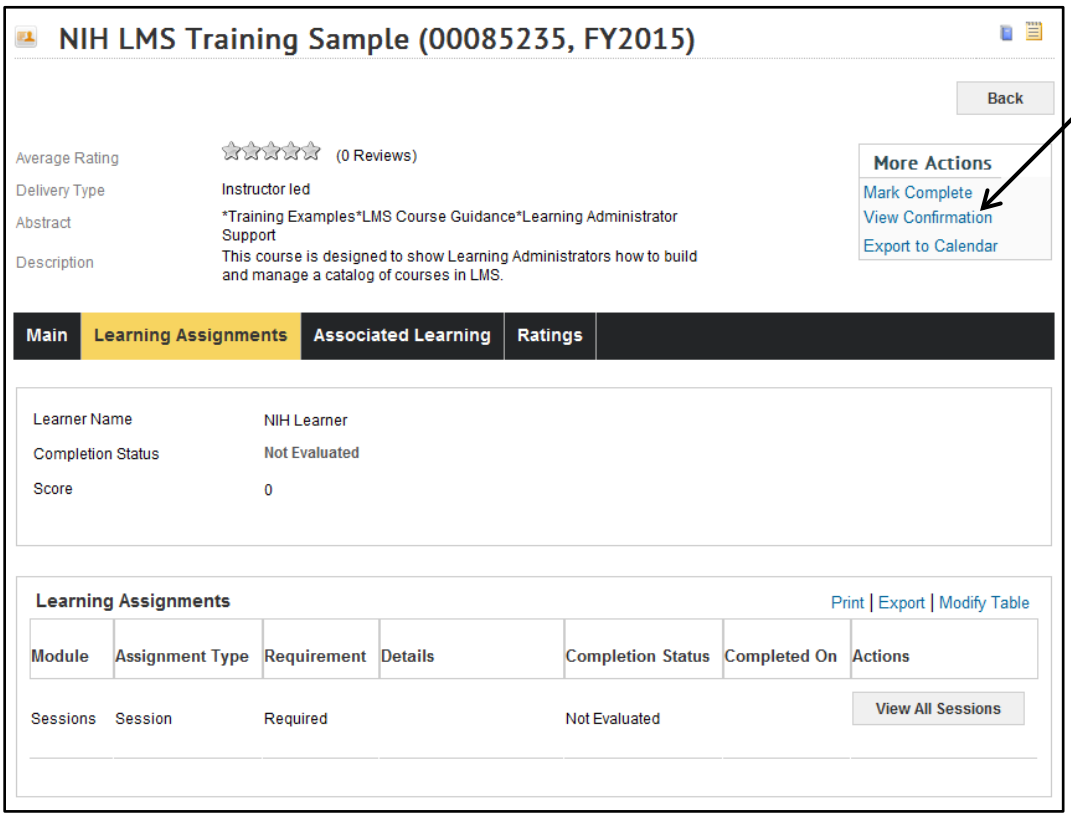


Figure 7 – View Confirmation link

10. Click on the **Audit Trail** icon to view the details of the approval process.

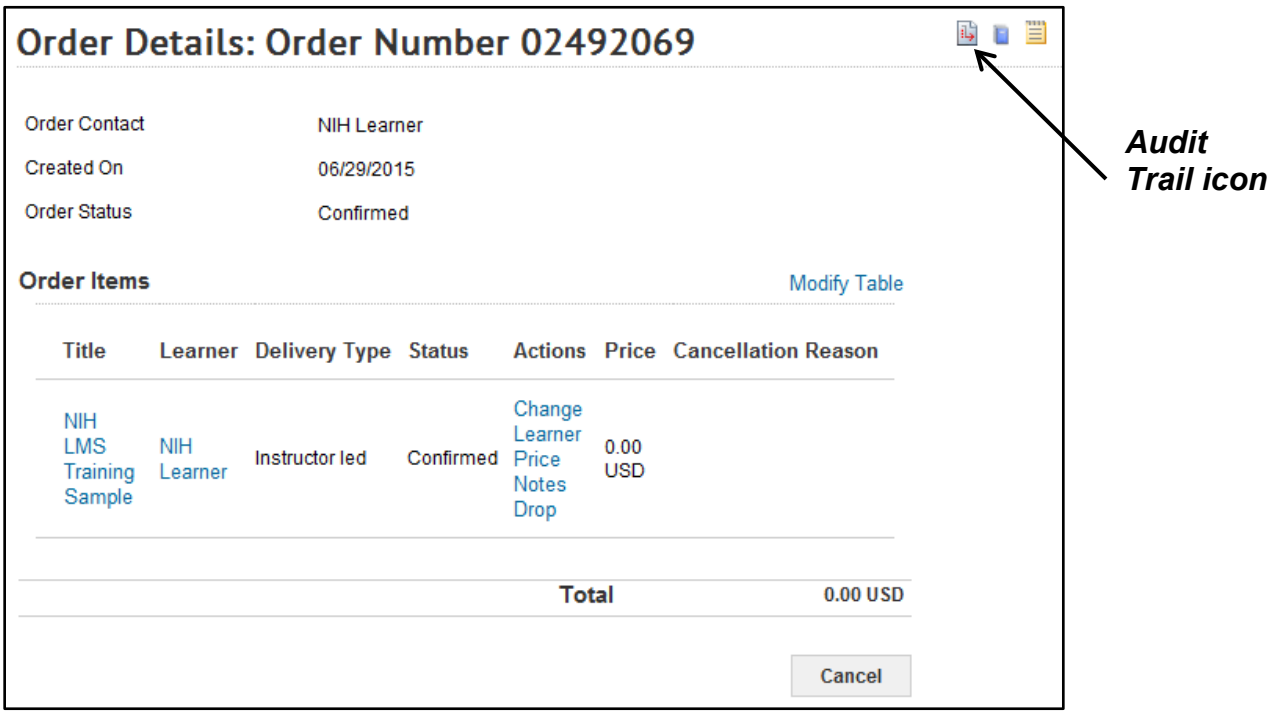


Figure 8 – Audit Trail icon

11. Click the Close button to close the Audit Trail window.

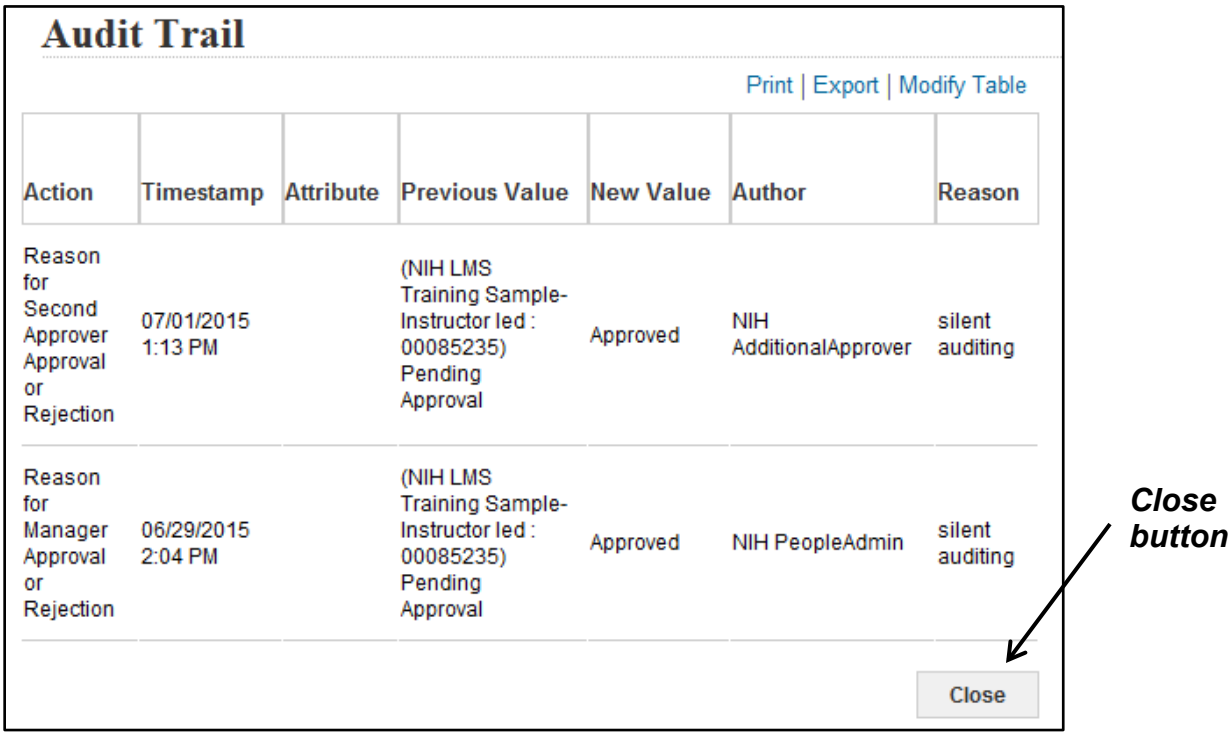


Figure 9 – Close button

12. Click the **Notes** link to verify what CAN was entered for the order.

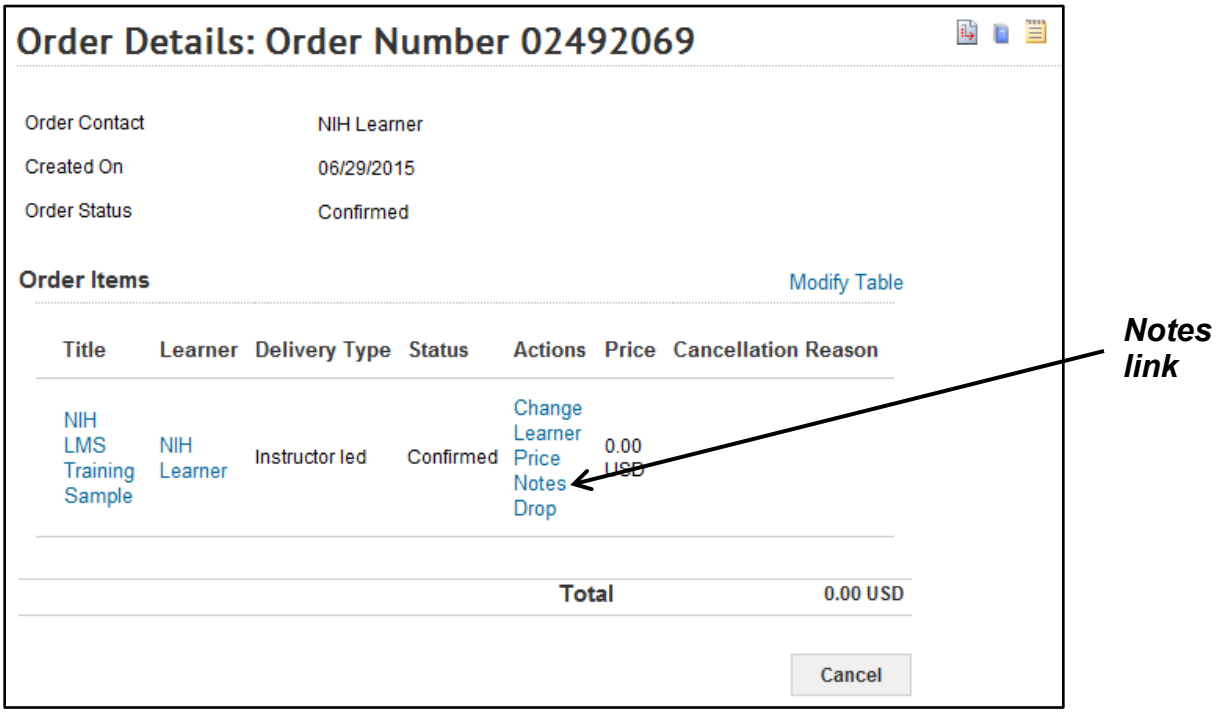


Figure 10 – Notes link

If you experience trouble with this process, please refer to the LMS Support Page.