LEARNING MANAGEMENT SYSTEM (LMS)
APPROVING ORDERS – ADDITIONAL APPROVER FOR ORDERS (AAO)

This QRG will guide Additional Approvers for Orders through the task of adding a CAN Note to an Order and approving an Order for a Learner.

1. Log into the LMS.

2. Select the **Admin** icon.

Admin icon
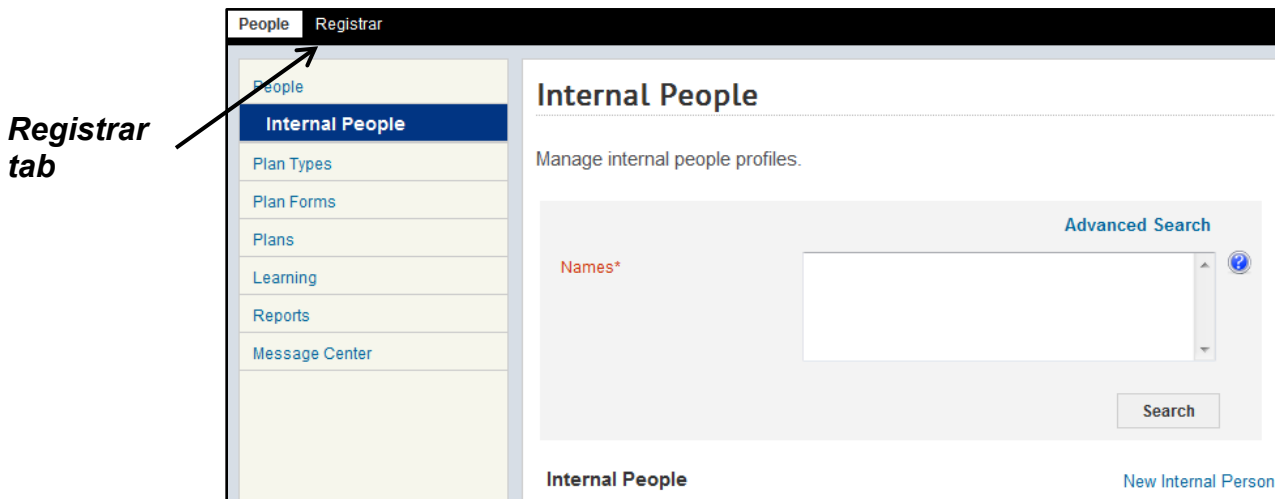

Figure 1 – Admin icon

3. Select the **Registrar** tab.

Registrar tab

Figure 2 – Registrar tab

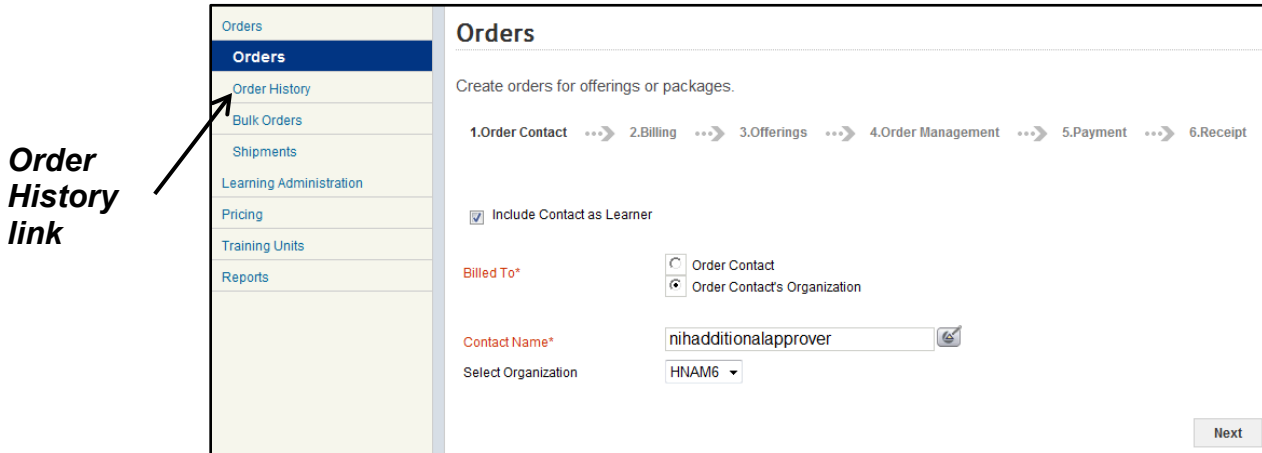4. Select the **Order History** link in the left navigation menu.

Order History link

Figure 3 – Order History link

5. Enter the number of the Order to be modified in the Order Number field and select the **Search** button.

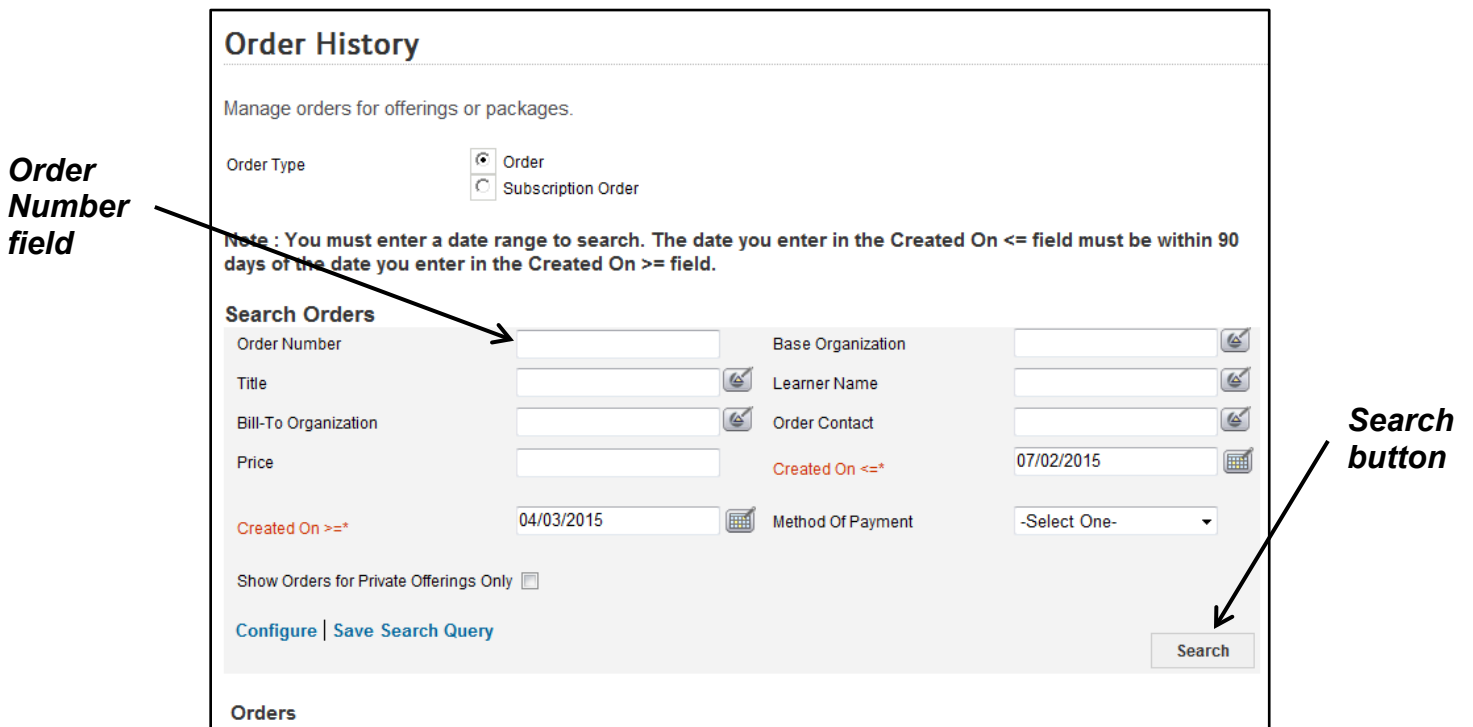*Order Number field*

Search button

Figure 4 – Order Number field and Search button

6. From the Orders search results, select the **Order Number** link.

Order Number link

Figure 5 – Order Number link

7. Select the **Notes** link.

Figure 6 – Add CAN link

IMPORTANT! Do not use the **Change Learner** link to replace a person on an Order. If a person needs to be substituted for another on a roster, please contact the NIH Training Center at 301-496-6211 or training1@od.nih.gov.

8. Select the **Add Note** link.

Figure 7 – Add Note link

9. Select **CAN** from the Category pull-down menu.
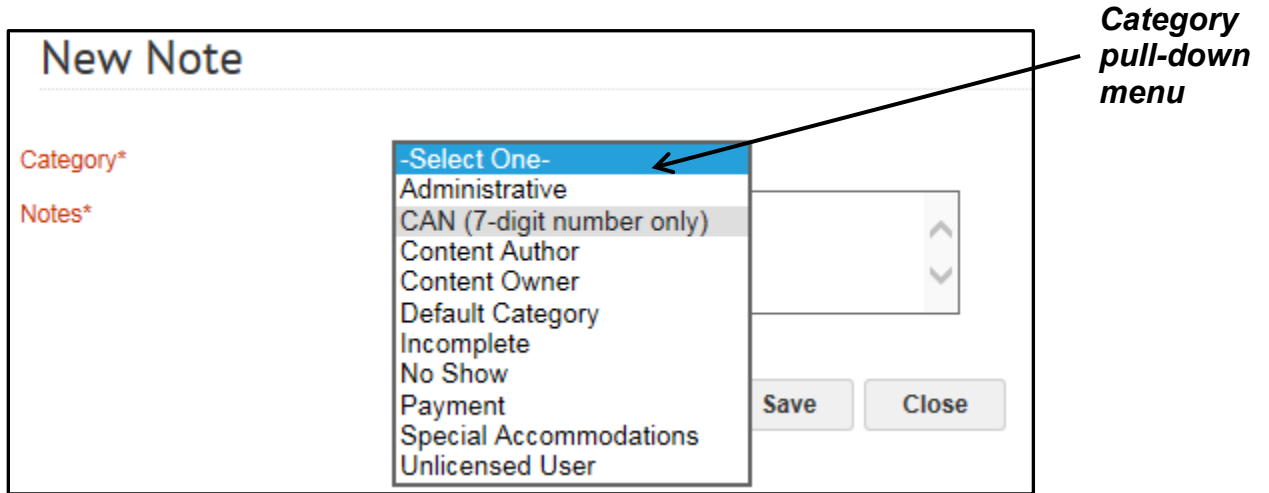

Category pull-down menu

Figure 8 – CAN option on the Category pull-down menu

10. In the **Notes** field, enter a new/corrected CAN to be used for the Order. Select the **Save** button to save the Note.

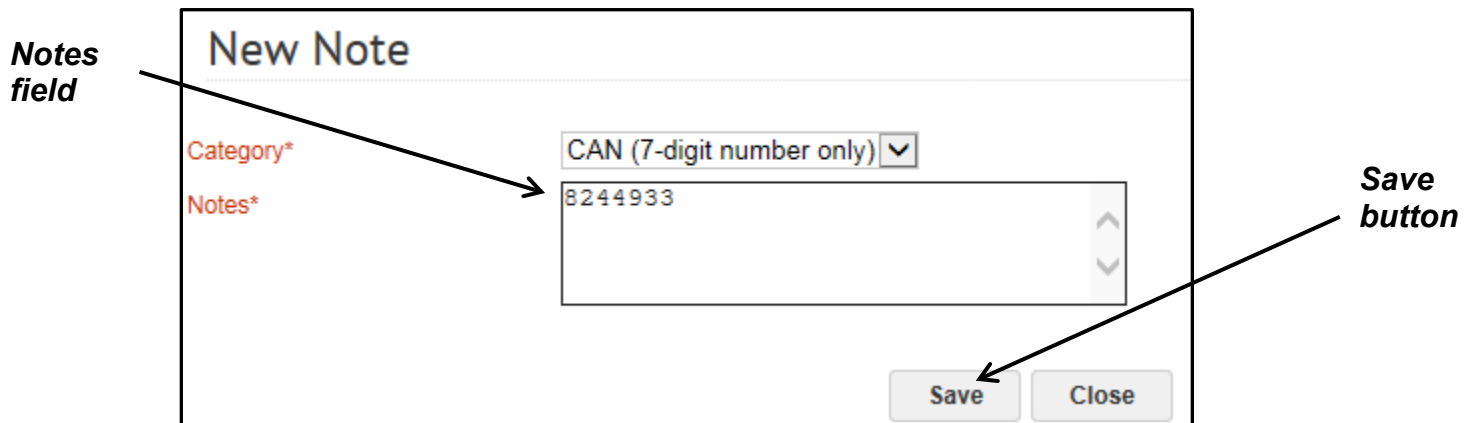
Notes field
Save button

Figure 9 – Notes field

Note: The CAN field only accepts the 7-digit CAN. Fiscal year information is not necessary and will generate an error.

11. The CAN Note should now be shown. Select the **Close** button to return to the Order.

Close button

Figure 10 – Add/View Notes page with added CAN

12. Select the Inbox icon.

Inbox icon

Figure 11 – Inbox icon

13. Select the **Approve Registrations** link in the left navigation menu.
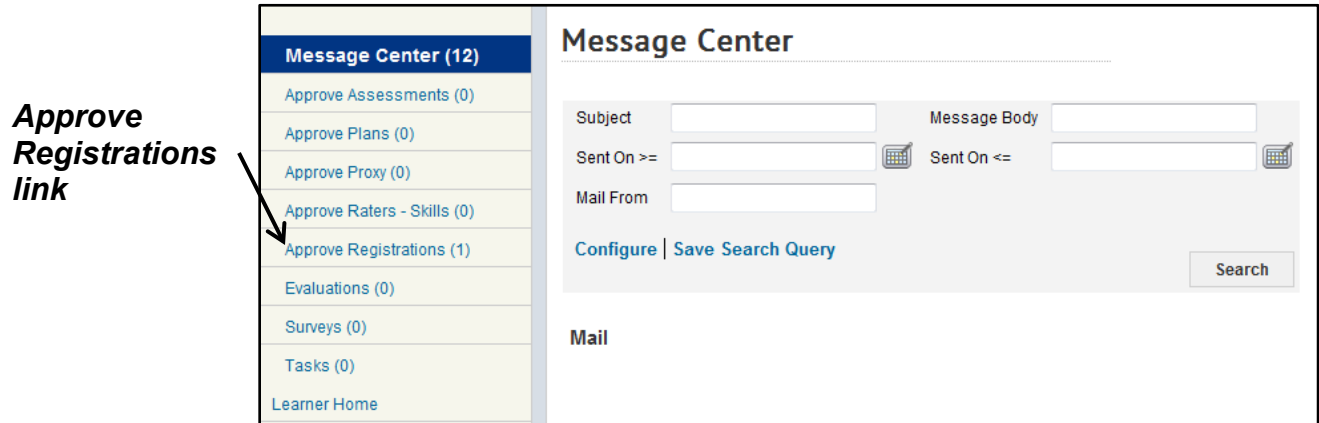
Approve Registrations link

Figure 12 – Approve Registrations

14. In the Registrations Pending Approval by Order Item section, locate the Order you wish to approve. You can use the **Approve** or **Reject** links in the Action column to either approve or reject the Order, or you can select the checkbox for the Order and use the **Approve Selected** or **Reject Selected** buttons.

Select checkbox

Approve link

Reject link

Approve Selected button
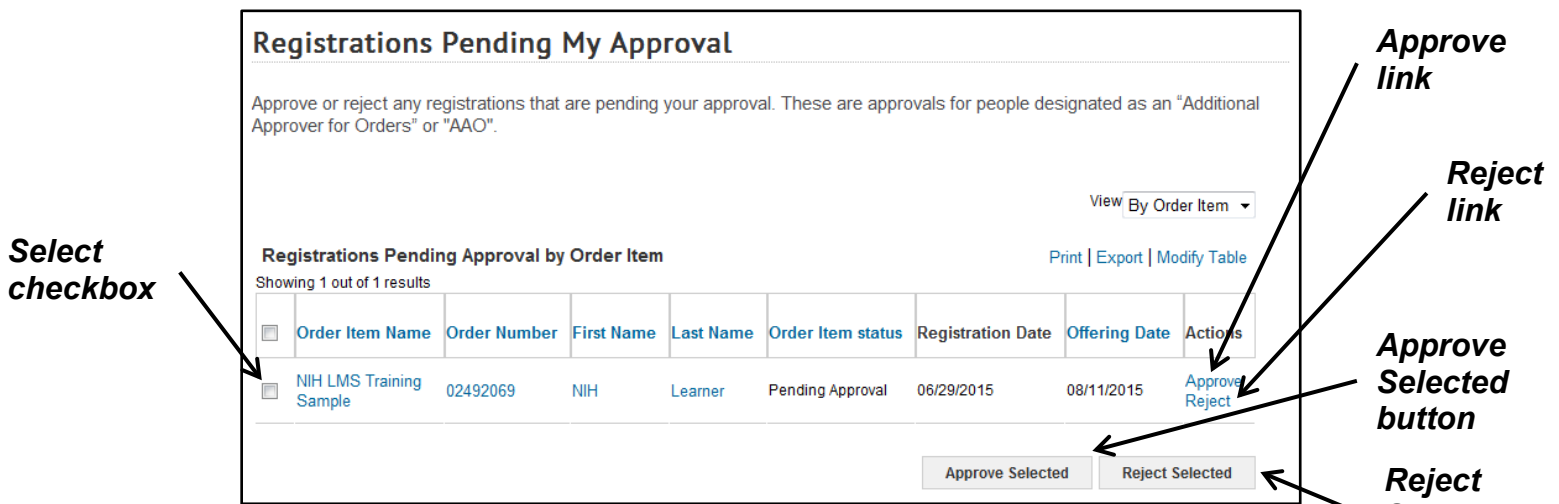
Reject Selected button

Figure 13 – Select checkbox, Approve Link, Approve Selected and Reject selected buttons

15. 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.