LEARNING MANAGEMENT SYSTEM (LMS)
ADD/REVIEW A CAN ON AN ORDER – AAO

This QRG will guide Additional Approver for Orders (AAO) through the task of adding or reviewing the CAN number on a training order. When approving training orders in the LMS, the order must contain a valid CAN to ensure the proper obligation of funds in NBS.

A report named Registrations Pending My Approval is available to allow you to identify pending orders with CANs that require modification. For instructions on running this report, see the following LMS tip sheet, TS77-S: Running the Registrations Needing My Approval Report.

1. Log on to the LMS.

2. Select the **Admin** icon.

Admin icon

Figure 1 – Admin icon

3. Click on the **Registrar** tab.

4. Click **Order History** in the menu on the left.
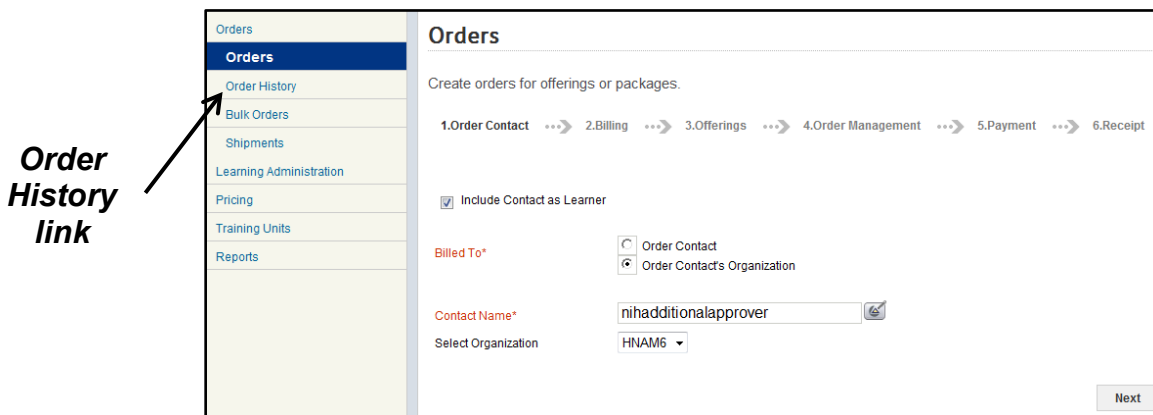
Order History link

Figure 2 – Order History link

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

Order Number field

Search button

Figure 3 – Order Number field and Search button

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

Order Number link

Figure 4 – Order Number link

7. Click the **Add CAN** link.

Figure 5 – 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. Click the **Add Note** link.

Figure 6 – Add Note link

9. Select **CAN** (**7-digit number only)** from the Category pull-down menu.
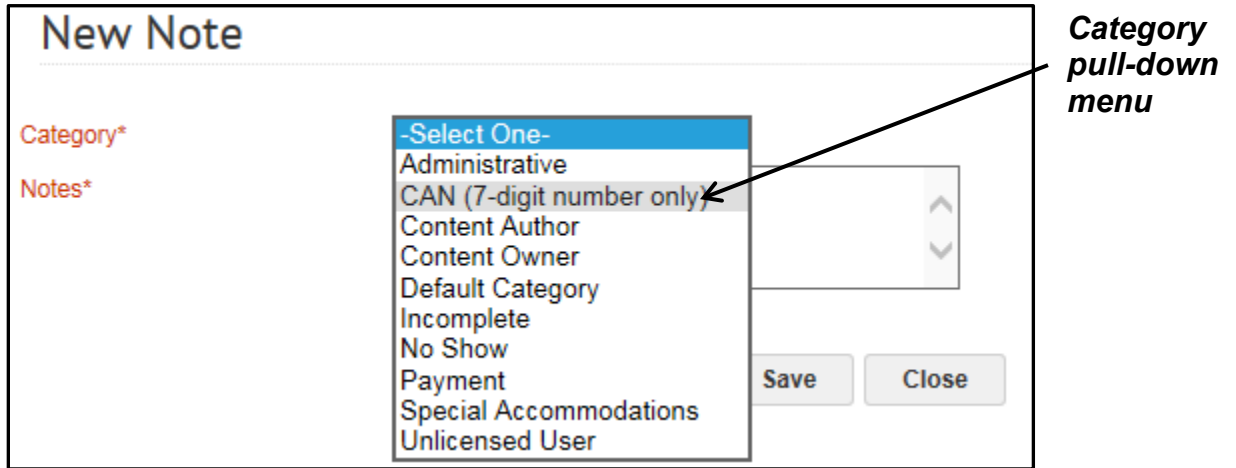

Category pull-down menu

Figure 7 – CAN option on the Category pull-down menu

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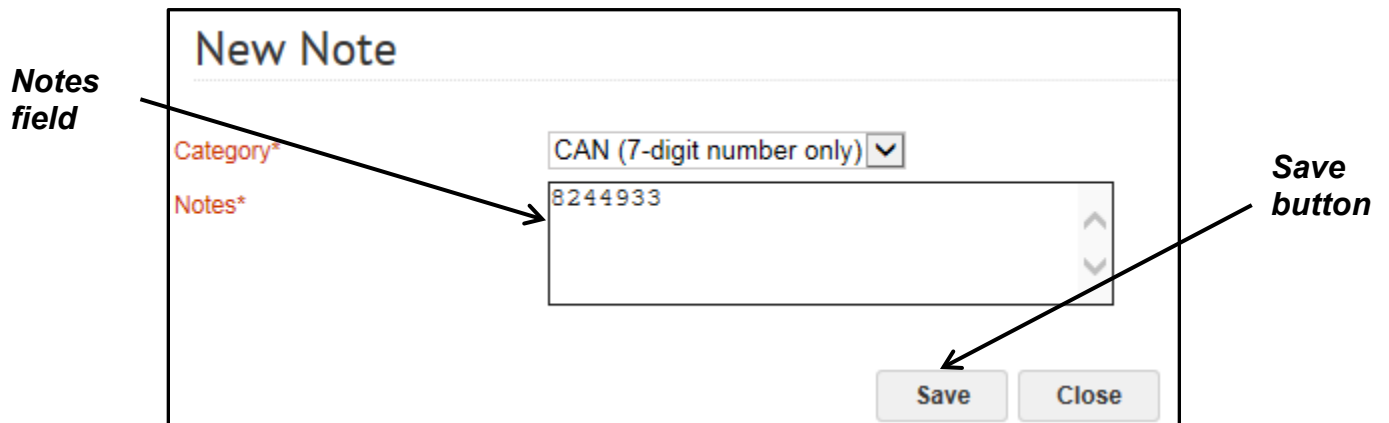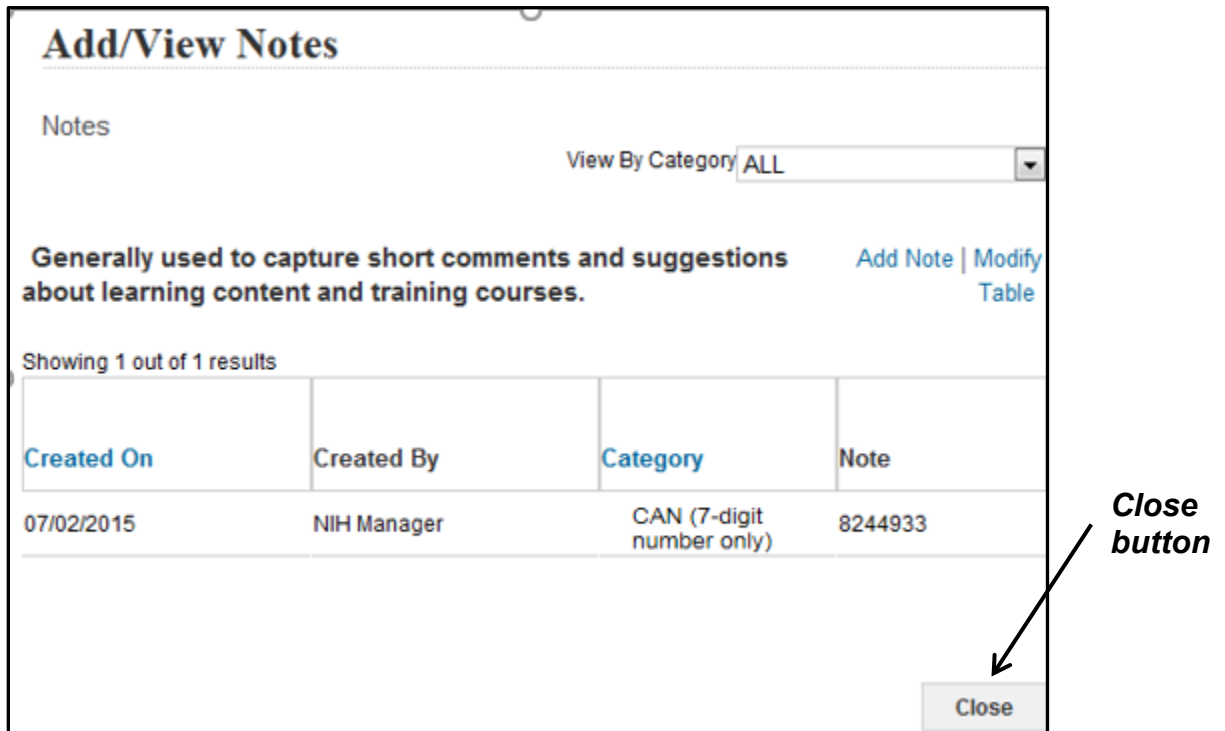

Notes field

Save button

Figure 8 – Notes field

Note: Enter a 7-digit CAN number only without any additional text. Fiscal year prefix information is not necessary.

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

Add/View Notes

Notes

View By Category ALL ▼

Generally used to capture short comments and suggestions about learning content and training courses.

Add Note | Modify Table

Showing 1 out of 1 results

Created On	Created By	Category	Note
07/02/2015	NIH Manager	CAN (7-digit number only)	8244933

Close button

Close

Figure 9 – Add/View Notes page with added CAN

To continue the process and approve the order with the modified CAN, refer to the LMS tip sheets TS75-S: Approving Orders—Manager or TS76-S: Approving Orders—Alternate Manager

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