



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

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

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

1. When one of your alternate 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 on to the LMS.
3. Click the **Inbox** icon.



Figure 1 – Inbox icon

4. Click the **Approve Team Registrations** link in the left navigation menu.

Approve Team Registrations link

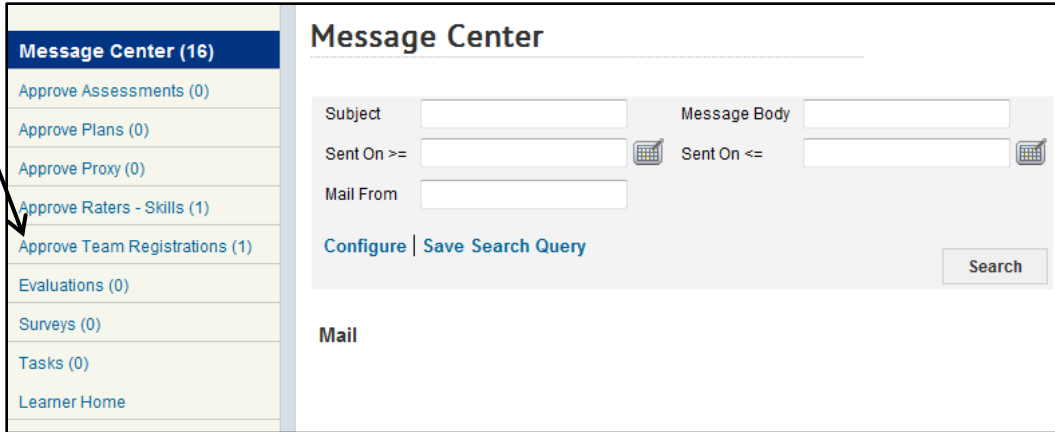


Figure 2 – Approve Team Registrations link

5. Select the **Alternate Team** in the View Registrations For pull-down menu.

View Registrations For pull-down

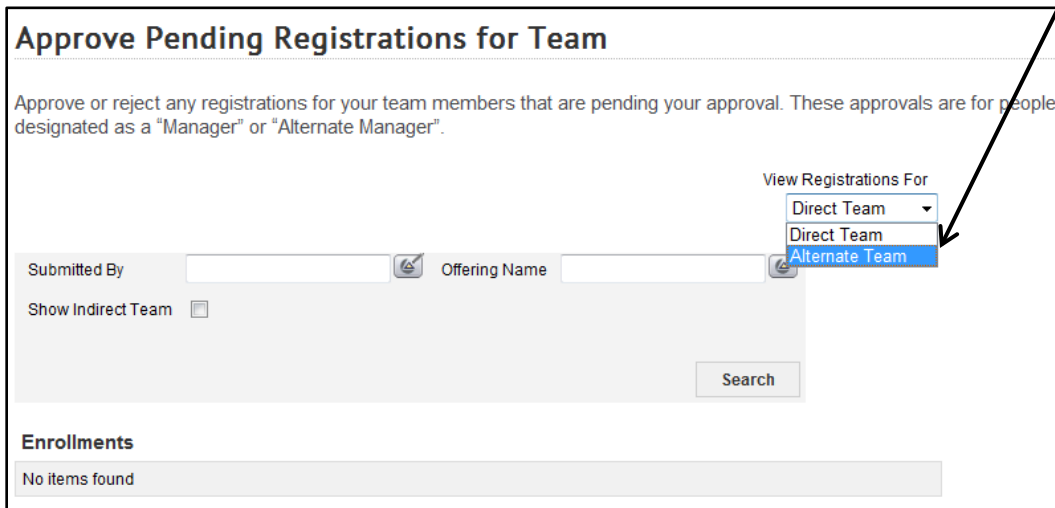


Figure 3 – View Registrations For pull-down menu

- 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
Alternate Team ▾

Submitted By Offering Name

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

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	09/23/2015	09/24/2015	NIH Training Center	683.00 USD	Actions

Actions link

Figure 3 – Actions link

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

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

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View Registrations For: Alternate Team

Submitted By: [] Offering Name: [] 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	09/23/2015	09/24/2015	NIH Training Center	683.00 USD	Actions

Approve Selected Reject Selected Approve All Reject All

Approve link

Figure 4 – Approve link in the Actions activity menu

8. 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](#).