

## DROP AN ENROLLMENT FOR A TEAM MEMBER

This Tip Sheet will guide supervisors/managers through the task of dropping a course enrollment for their direct reports/team members in the LMS. In order to have access to the supervisor/manager menu options, you must be named as the Manager in at least one person's LMS account profile.

### To Drop an Enrollment for a Team Member:

1. Log on to the LMS.

**NOTE:** For instructions about logging on, see the *Log-On Instructions (TS02-L) tip Sheet*.

2. Select the **Team Home** role in the drop-down **Go To** menu.



Figure 1: Team Home screen

3. From the *Team Home Page*, select the **View Team Enrollments** link.

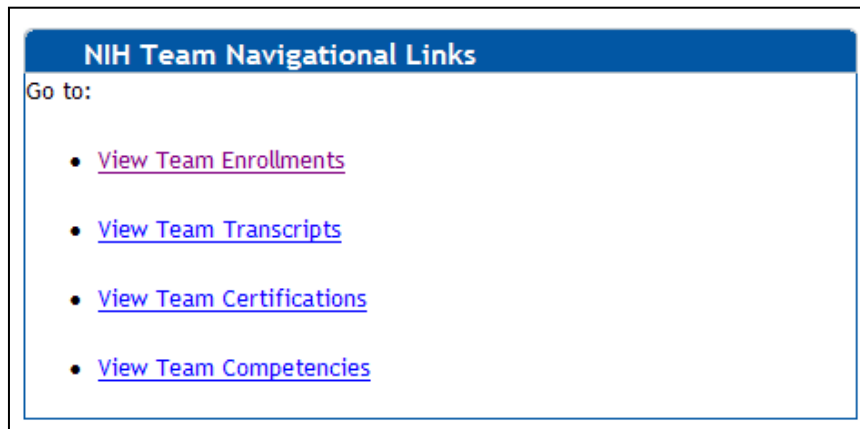


Figure 2: NIH Team Navigational Links portlet

- Click the **Actions** link and then select the **View All Current Enrollments** link for the team member for whom you want to drop an offering.

**Team Registrations**

View Enrollment For:  [Modify Table](#)

Name	Person Type	Current Enrollments	Pending Approval	Actions
<a href="#">NIH Competency</a>	Other	3	0	<a href="#">Actions</a>
<a href="#">NIH DomainSysAdmin</a>	Other	1	0	<a href="#">Actions</a>
<a href="#">NIH Learner</a>	Other	6	0	<a href="#">Actions</a>
<a href="#">NIH LocalLearningAdmin</a>	Other	1	0	<a href="#">Actions</a>
<a href="#">NIH TrainingContentAdmin</a>	Other	4	1	<a href="#">Actions</a>

**Actions**

- [View All Current Enrollments](#)
- [Pending Approval](#)
- [View Approved Enrollments](#)

Figure 3: Team Registrations screen

- Click the **Drop** link to drop the offering enrollment for that team member.

Team Home | My Team | Team Success Plans | **Team Learning** | Team Skills | Reports

**Team Enrollments**

- Approve Pending Registrations
- Team Registrations
- Team Transcripts
- Learning Requests
- Certifications
- Team Curricula
- Catalog
- Order History
- Continuing Education

**Enrollments: NIH Competency**

View Enrollments by:

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

Select	Title	Delivery Type	Start Date	Location	Facility	Status	Actions
<input type="checkbox"/>	<a href="#">Books 24x7</a>	Online Training				Confirmed	<a href="#">View Learning Assignments</a> <a href="#">View Result</a> <a href="#">Drop</a>
<input type="checkbox"/>	<a href="#">New Features for End Users in Microsoft Office 2007</a>	Online Training				Confirmed	<a href="#">View Learning Assignments</a> <a href="#">View Result</a> <a href="#">Drop</a>

Drop

Figure 4: Team Member Enrollments screen

6. Click **Drop** on the *Drop Offering* screen to confirm the drop action.

Title	New Features for End Users in Microsoft Office 2007
Delivery Type	Online Training
ID	239866_ENG
Start Date	-
End Date	-
Sessions	
Location	
Language	English
Description	To recognize the new features for end users in Microsoft Office 2007.
Abstract	-
Domain	HHS Common
Drop Policy	N/A

Figure 5: Drop Enrollment screen

**If you experience trouble with this process, please contact the helpdesk for support at [LMSSupport@mail.nih.gov](mailto:LMSSupport@mail.nih.gov).**