

UPDATING A LEARNER PROFILE WITH A SUPERVISORY JOB ROLE

It's important that supervisors have the correct job role assigned to their profile in the Learning Management System (LMS) in order to verify their role against their required supervisory training. This tip sheet will show how to verify and add the correct job role in a learner profile.

1. Log on to the LMS.

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

2. Select the **People Administrator** role in the drop-down **Go To** menu.



Figure 1: LMS Welcome Screen

Go To:
drop-down
menu

3. On the **People** tab, enter the learner's name in the search box and click **Search**.

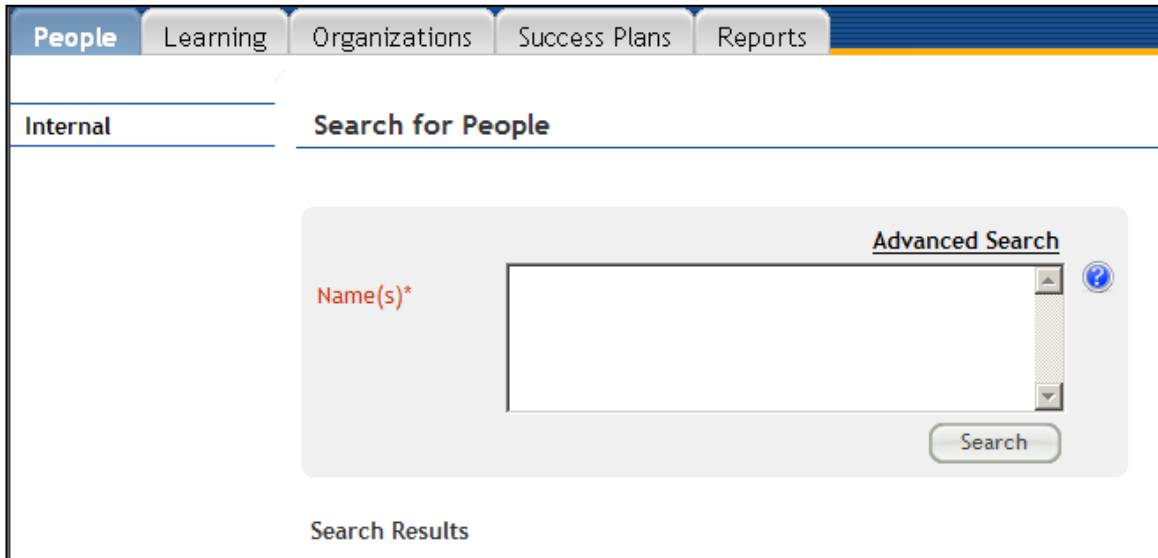


Figure 2: Search for People Screen

NOTE: See instructions for searching listed to the right of the search box. If you do not find the account you are looking for, try Advanced Search. The advanced search will allow you to enter partial names, search for everyone under a specific manager or organization code, etc.

- Select the **Full Profile** link to the right of the correct account.

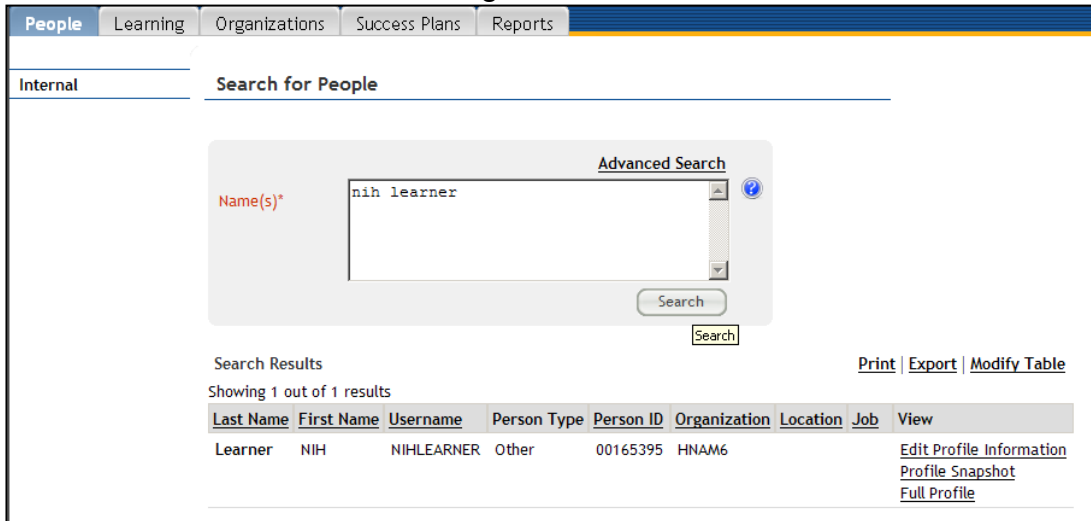


Figure 3: Search Results Screen

- Scroll to the second section where Required Roles are shown. *NIH New Supervisor or NIH Experienced Supervisor* should be listed as a required role.

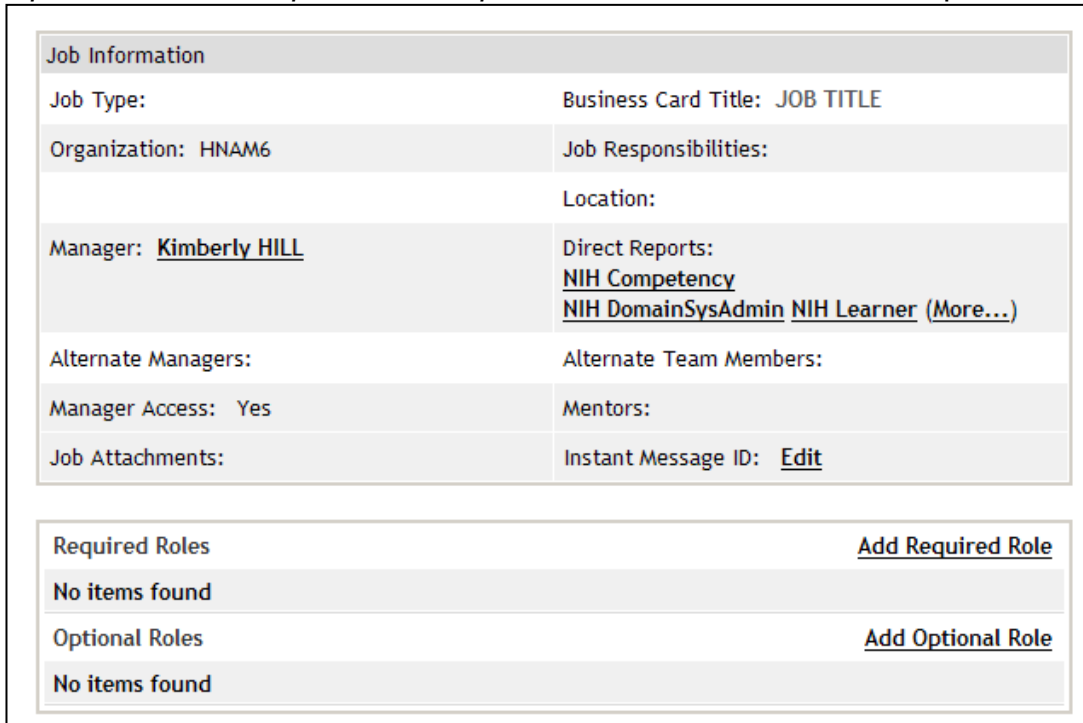
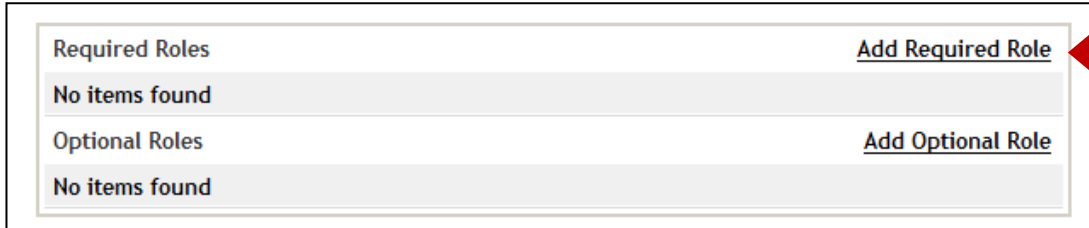


Figure 4: Full Learner Profile Screen

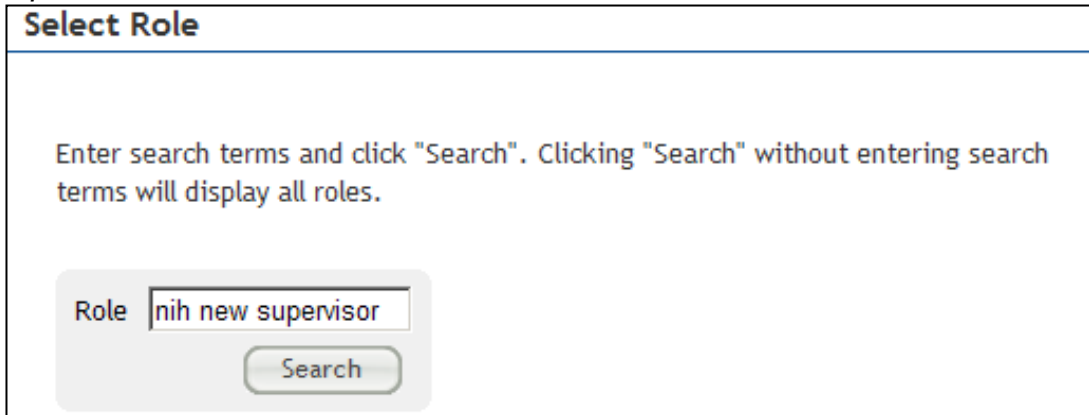
6. If the Required Roles are not listed or incorrect, roles can be added by selecting **Add Required Role**.



The screenshot shows a web interface with two sections. The top section is titled "Required Roles" and contains the text "No items found" followed by a link "Add Required Role". The bottom section is titled "Optional Roles" and contains the text "No items found" followed by a link "Add Optional Role". A red arrow points to the "Add Required Role" link.

Figure 5: Full Learner Profile Screen

7. Enter the necessary role, either NIH New Supervisor or NIH Experienced Supervisor in the **Role** field.



The screenshot shows a "Select Role" screen. At the top, it says "Select Role". Below that, it says "Enter search terms and click 'Search'. Clicking 'Search' without entering search terms will display all roles." There is a search box with the text "nih new supervisor" and a "Search" button.

Figure 6: Select Role Screen

8. Click Search.

10. Select the correct role from the search results and click **Add These Roles**.

Select Role

Enter search terms and click "Search". Clicking "Search" without entering search terms will display all roles.

Role

Search Results [Print](#) | [Export](#)

<input type="checkbox"/>	Name
<input type="checkbox"/>	NIH New Supervisor

Figure 7: Select Role Screen

11. The Learners profile has now been updated with the correct job role.

Required Roles		Add Required Role
Name	Assigned By	Actions
NIH New Supervisor		Mark Optional Delete

Optional Roles [Add Optional Role](#)

No items found

Figure 8: Select Role Screen

If you experience trouble with this process, please contact the helpdesk for support at LMSSupport@mail.nih.gov.