

APPROVING ORDERS – ADDITIONAL APPROVER FOR ORDERS (AAO)

This tip sheet will guide additional approvers through the task of approving a staff member for a class in the LMS.

In order to have access to the **Request Approval** menu option, you must be named as the Additional Approver For Orders in at least one person's LMS account profile.

NOTE: Prior to this approval please verify that the CAN associated with this registration is accurate. Refer to the LMS tip sheet *TS74-A: Add/Review a CAN on a Training Order—AAO*

To approve a training order as an Additional Approver for Orders (AAO):

1. Log on to the LMS.

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

2. On the LMS home page, select the **Learning** tab.
3. Select **Request Approval** link from the vertical navigation on the left side of the page.

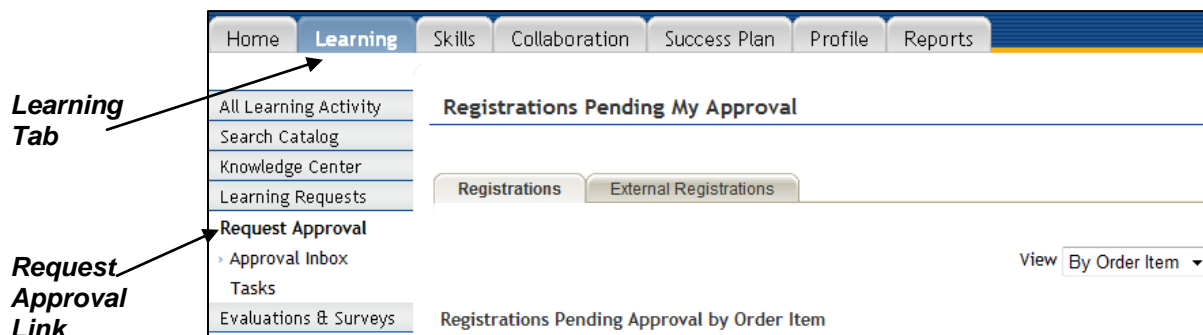


Figure 1: Registrations Pending My Approval Screen

4. Locate the offer that you want to approve and position your cursor over the **Actions** link to activate a pop-up menu.
5. Click **Approve** from the Actions link pop-up menu to generate the report.

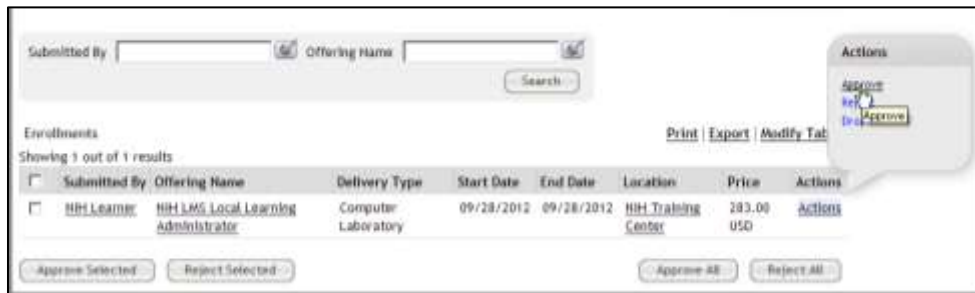


Figure 2: Approve Training Order

6. The training order is now approved and is no longer viewable in the approval queue.

If you experience trouble with this process, please contact the NIH HR Systems Support Helpdesk at HRSystemsSupport@mail.nih.gov