

CHANGING AN AAO—PEOPLE ADMIN

This tip sheet will guide LMS People Administrators through the task of changing the Additional Approver for Orders (AAO) in a LMS learner profile.

To change the Additional Approver for Orders (AAO):

1. Log on to the LMS.

NOTE: For instructions about logging on, see LMS tip sheet *TS02-L: Employee Log On*.

2. Select **People Administration** from the **Go To:** drop-down menu



Figure 1: LMS Welcome Screen; Go To: Drown Down Menu

3. Click the **People** tab.
4. Enter the user's name into the **Names** field.
5. Click **Search**.
6. Locate the name of the individual from the search results and click **Edit Profile Information**.

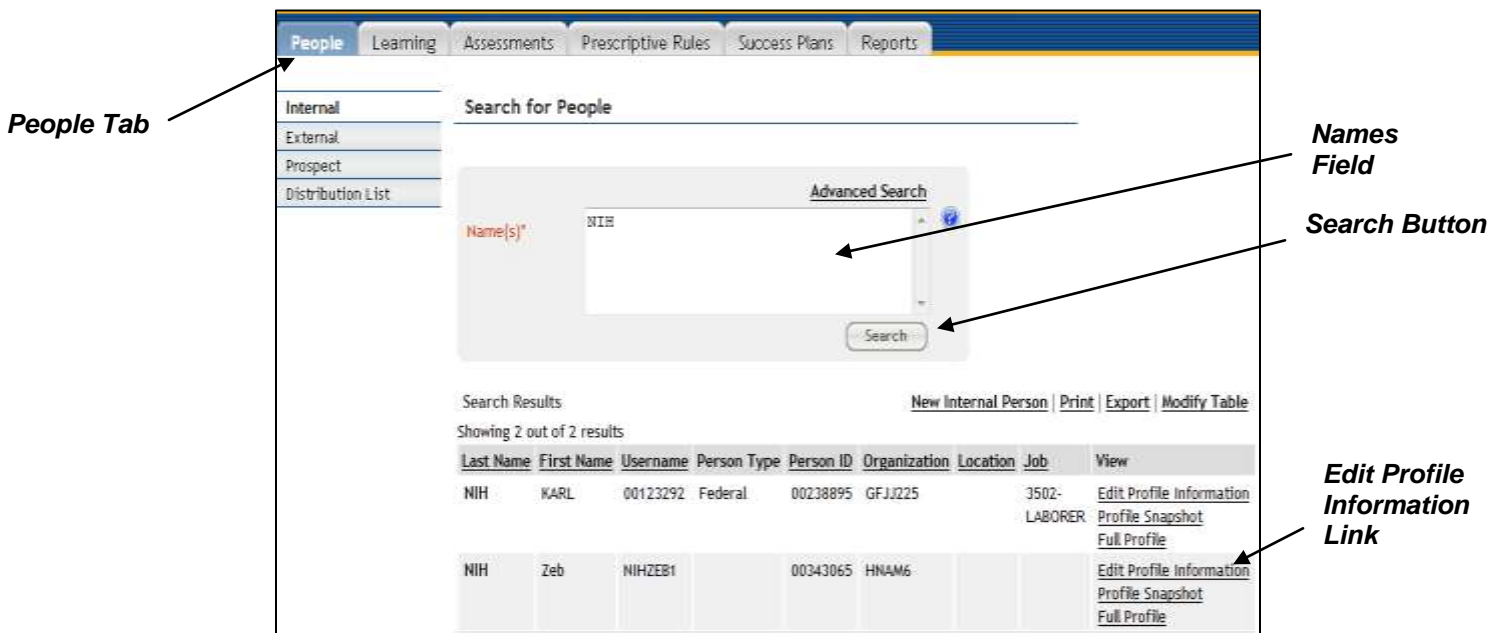


Figure 2: Search for People Screen

7. Locate the **Additional Approver for Orders** field and click on the icon to the right of the field.

Additional Approver for Orders Icon

Edit Profile Of Zeb NIH

* = required

Main | Contact Information | Address | Password | Preferences | Privileges

Title: -Select One- | Username*: NIHZEB1

First Name*: Zeb | Last Name*: NIH

Middle Name: | Suffix: |

Domain*: NIH | Status*: Full Time

Home Domain*: NIH | Person No: 00343065

Organization*: HNAM6 | Business Card Title: |

Job: | E-mail: |

Manager: | Type: -Select One-

Additional Approver for Orders: | Discount: |

Location: |

Start Date: 04/24/2012 |

Terminated On: |

Manager Access:

Figure 3: Edit Profile Screen

8. Type the Additional Approver for Orders name and click **Search**.
9. Click the checkbox next to the Additional Approver for Orders' name and click **Select**.

Checkbox

First Name: | Last Name: NIH

Person ID: | Username: |

Manager: | Organization: |

Location: | Domain: |

Person Type: -Select One- | Include All Suborganizations:

Search

Select

People | Print | Export

Showing 1 out of 1 results

<input type="checkbox"/>	First Name	Last Name	Username	Person Type	Person ID	Organization	Location	Manager
<input checked="" type="checkbox"/>	Zeb	NIH	NIHZEB1		00343065	HNAM6		

Select | Close

Search Button

Select Button

Figure 4: Add Additional Approver for Orders Search Screen

10. Scroll to the bottom of the page and click **Save**.

The screenshot shows the 'Edit Profile' screen with the following fields and controls:

- LMS Pricing Model (1401)
- eAuth Req Level (1403)
- System Migrated From (1450)
- ID in System Migrated From (1451)
- CDC ID from Import File
- Approvers section with an Add Approver link and a table containing 'No items found'.
- At the bottom right, there are 'Save' and 'Cancel' buttons.

An arrow points from the text 'Save Button' to the 'Save' button.

Figure 5: Edit Profile Screen; Save

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