

## VIEW TEAM MEMBER ENROLLMENTS

Using the supervisor role, this tip sheet will guide you through the steps to view the enrollments of your direct reports.

### To View Team Member Enrollments:

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: Go To: Drop Down Menu

Go To:  
drop-down  
menu

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

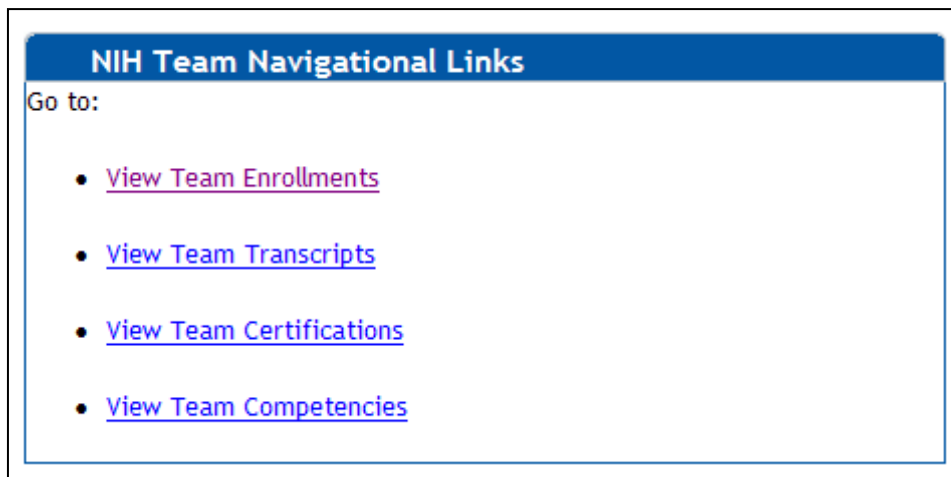


Figure 2: NIH Team Navigational Links portlet

- 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.

The screenshot shows the 'Team Registrations' screen. At the top, there is a 'View Enrollment For' dropdown menu currently set to 'Direct Team'. Below this is a table with the following data:

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>

An 'Actions' dropdown menu is open over the 'Actions' column, showing three options: 'View All Current Enrollments', 'Pending Approval', and 'View Approved Enrollments'. A 'Modify Tab' link is also visible above the table.

Figure 3: Team Registrations screen

**NOTE:** To view alternate team members, select **Alternate Team** from the View Enrollment for dropdown.

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