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.

Go To: drop-down menu

Figure 1: Go To: Drop Down Menu

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

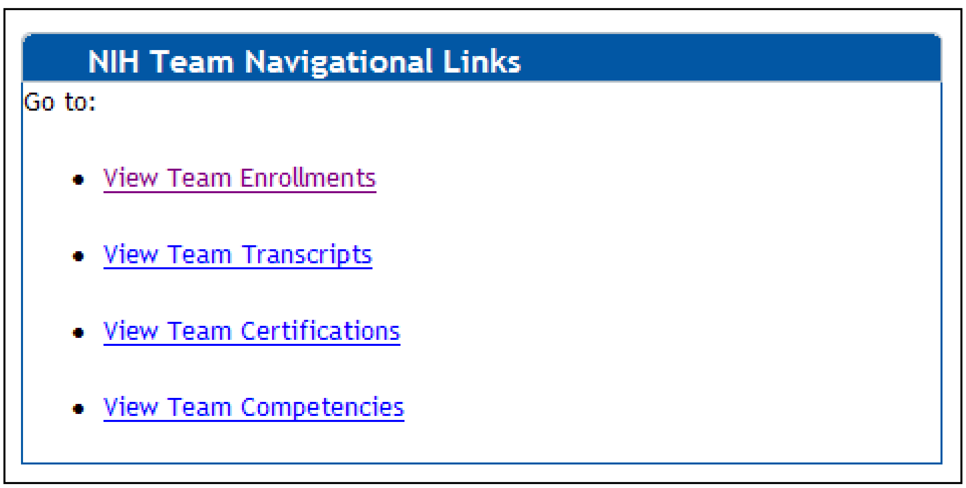

Figure 2: NIH Team Navigational Links portlet

5. 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.

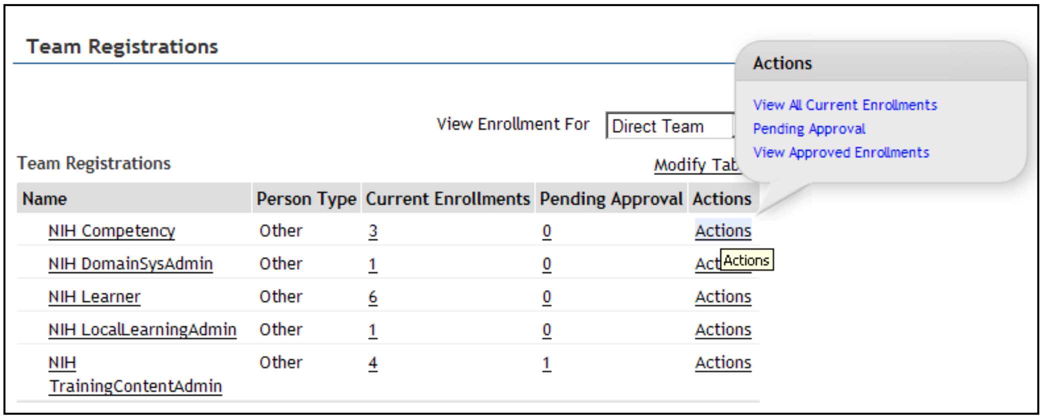

Figure 3: Team Registrations screen

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.