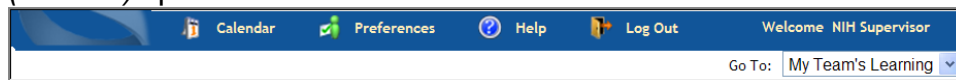


SUBMIT A LEARNING REQUEST (PUBLIC OFFERING)

Using the supervisor role, this tip sheet will guide you through the steps to request a public offering for your team of direct reports. Use this when a course is not offered in a convenient location or time you need it to be offered.

1. Log on to the LMS.

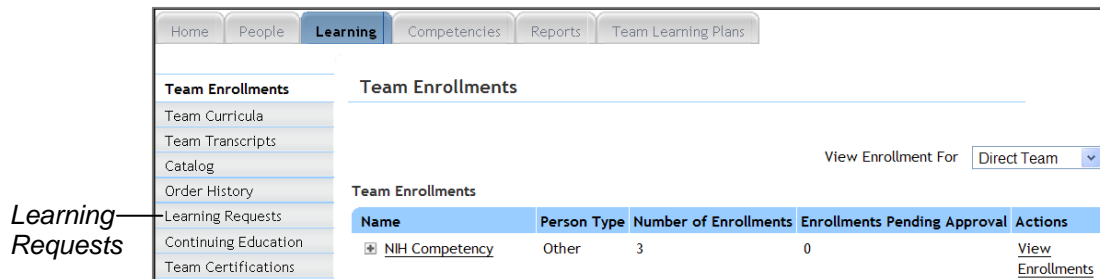
NOTE: For instructions about logging on, refer to the *Log-On Instructions (TS02-L)* tip sheet.



Go To: drop-down menu

Figure 1: Go To: drop-down menu

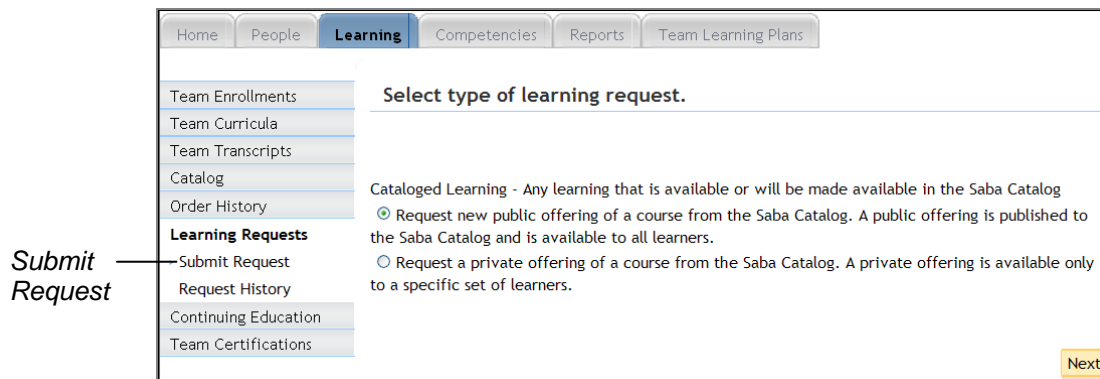
2. Select **My Team's Learning** from the **Go To:** drop-down menu in the upper right-hand corner.



Learning Requests

Figure 2: Learning tab

3. Click the **Learning** tab.
4. Click **Learning Requests** from the vertical navigation.



Submit Request

Next button

Figure 3: Learning tab

5. Select **Submit Request** (default) from the left menu.
6. Select the option to **Request new public offering** or **Request a private offering**.
7. Click **Next**.

Find Course for Learning Request

Configure

Title: NIH-LMS Local Keyword: []

Available From >= [] Discontinued From >= []

Category: [] Competencies: []

Version: [] Course ID: []

Field of Study: []

Save Search Query Search

Print | Export | Modify Table

Select	Title	Version
<input type="checkbox"/>	NIH-LMS Local Learning Administrator	1

Cancel

Figure 4: Find Course for Learning Request screen

8. Enter search criteria for the course you are requesting.
9. Click **Search**.
10. Click the **checkbox** on the left side of the course name.

New Learning Request

Title: **NIH-LMS Local Learning Administrator**

Person: nihsupervisor

Delivery Type: Computer Laboratory

Requested Start On/After: 05/01/2010

Requested End On/Before: 09/30/2010

Location: NIH Training Center

Facility: EPS

Notes: Enter notes for the administrator to see here.

Save Cancel

Figure 5: New Learning Request screen

11. Select a **Delivery Type**. (Optional)

NOTE: The delivery type should match the current deliveries that are presently offered. Selecting a delivery type that is not presently used may require additional time to develop.
12. Enter a **Requested Start On/After** date. (Optional)
13. Enter a **Requested End On/After** date. (Optional)
14. Enter a **Location**. (Optional)



15. Enter a **Facility**. (Optional)
16. Enter **Notes** for the training administrator. (Optional)
17. Click **Save**.
18. A notification will be sent to the Learning Request Manager of the course.
NOTE: You should follow up with the provider of the training via email or telephone to discuss the learning request in detail.

If you experience trouble with this process, please contact the helpdesk for support at LMSsupport@mail.nih.gov or 1-866-246-5440.

