

ADDING AN ALTERNATE MANAGER

This tip sheet will guide LMS People Administrators or Local Learning Administrators through the task of adding an Alternate Manager in a LMS learner profile.

Designating Alternate Managers enables additional people to perform manager tasks for a specific user.

To add an Alternate Manager:

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. Enter the user's name into the **Names** field.
4. Click **Search**.
5. Locate the name of the individual in the Results section and click **Edit Profile Information**.

People Tab

Names Field

Search Button

Edit Profile Information Link

Last Name	First Name	Username	Person Type	Person ID	Organization	Location	Job	View
NIH	KARL	00123292	Federal	00238895	GFJJ225		3502-LABORER	Edit Profile Information Profile Snapshot Full Profile
NIH	Zeb	NIHZEB1		00343065	HNAM6			Edit Profile Information Profile Snapshot Full Profile

Figure 2: Search for People Screen

6. Locate the Alternate Managers section and click **Add Manager**.

Internal Edit Profile Of Zeb NIH

* = required

Main Contact Information Address Password Preferences Privileges

Title -Select One- Username* NHZEB1

First Name* Zeb Last Name* NH

Middle Name Suffix

Domain* NIH Status* Full Time

Home Domain* NIH

Organization* HNIAM6 Person No 00343065

Job Manager Business Card Title

Additional Approver for Orders: 00132300 E-mail

Location Type -Select One-

Start Date 04/24/2012 Terminated On Discount

Manager Access Timezone* (GMT-05:00) Eastern Time (US & Canada)

Alternate Managers Add Manager

No items found

Alternate Team Members Add Team Member

No items found

**Alternate
Manager's
Section**

**Add Manager
Link**

Figure 3: Edit Profile Screen

- Type the Alternate Manager's name and click **Search**.
- Click checkbox next to the Alternate Manager's name and click **Select**.

Search Button

Select Button

Checkbox

Figure 4: Add Manager Search Screen

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

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