

REGISTER A TEAM MEMBER FOR A COURSE

This tip sheet will guide supervisors/managers through the task of registering a direct report/team member for a course in the LMS. In order to have access to the supervisor/manager menu options, you must be named as the Manager in at least one person's LMS account profile.

To Register a Team Member:

1. Log on to the LMS.

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

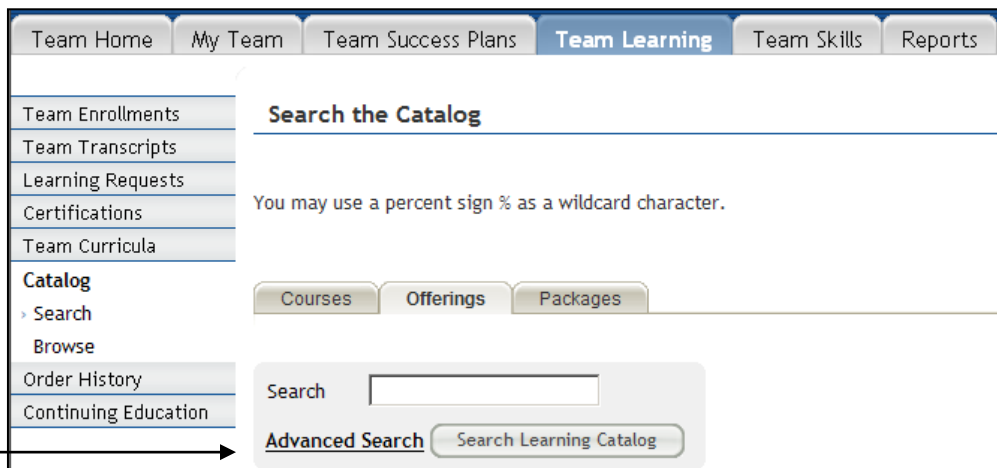
2. Select the **Team Home** role in the drop-down **Go To** menu.



Figure 1: LMS Welcome screen; Go To: Drop Down Menu

Go To:
drop-down
menu

3. Select the **Team Learning** tab then select **Catalog** from the menu on the left.
4. Select the **Advanced Search** link.



Advanced
Search

Figure 2: Search the Catalog screen

5. Enter the *name of the course* into the **Title** field.

NOTE: It may be necessary to add or delete other information in the search parameters.

Figure 3: Advanced Search screen

6. Click **Search Learning Catalog**.

7. Click **Register** next to the offering you want.

Title	Version	Delivery Type	Start Date	End Date	Session	Location	Facility	Language	Default Credits	Price	Actions
NIH LMS Learning Administrator	FY12	Computer Laboratory	05/22/2012	05/23/2012	Tue 8:30-4:30, Wed 8:30-	NIH Training Center	6120 Executive Plaza South (EPS)	English		568.00 USD	Register

Figure 4: Offering Results screen

8. Click **Add Learners** to bring up a search window.

Add Seats and Learners

Offering Details

Title	NIH LMS Learning Administrator
Delivery Type	Computer Laboratory
Price	568.00 USD
Language	English
Location	<u>NIH Training Center</u>
Session	<u>Tue 8:30-4:30, Wed 8:30-4:30</u>
Start Date	05/22/2012
End Date	05/23/2012
Drop Policies	Late charge of 100.00 % if dropped 14 days before event.

Unassigned Learners

Unassigned Learners

Learners [Add Learners](#)

No items found

← Add Learners link

Figure 5: Add Seats and Learners screen

9. Click **Search** to view a list of your direct reports.
10. Click the checkbox to the left of the name of all team members you wish to enroll in the class.

Search for Internal Person screen

Search

Select

People [Print](#) | [Export](#) | [Modify Table](#)

Showing 5 out of 5 results

<input type="checkbox"/>	First Name	Last Name	Username	Person Type	Person ID	Organization	Location	Manager
<input type="checkbox"/>	NIH	Competency	NIHCOMPETENCYADMIN	Other	00233604	HNAM6		NIHSUPERVISOR
<input type="checkbox"/>	NIH	DomainSysAdmin	NIHDOMAINSYSADMIN	Other	00165952	HNAM6		NIHSUPERVISOR
<input type="checkbox"/>	NIH	Learner	NIHLEARNER	Other	00165395	HNAM6		NIHSUPERVISOR
<input type="checkbox"/>	NIH	LocalLearningAdmin	NIHLOCALLEARNINGADMIN	Other	00165950	HNAM6		NIHSUPERVISOR
<input type="checkbox"/>	NIH	TrainingContentAdmin	NIHTRAININGCONTENTADMIN	Other	00165951	HNAM6		NIHSUPERVISOR

Select Close

Figure 6: Search for Internal Person screen

11. Click the **Select** button at the bottom of the screen.
- NOTE:** You may team members by clicking **Delete**.
12. Click the **Register Seats and Learners** button at the bottom of the screen.

Learners [Add Learners](#) | [Modify Table](#)

Learner Name	User Name	Person Type	Location	Organization	Actions
NIH Competency	NIHCOMPETENCYADMIN	Other		HNAM6	Delete

Register Seats and Learners Cancel

Figure 7: Learners screen

13. You will be shown a registration confirmation screen that you can print for your records.

NOTE: The class will now appear in the **Enrollments** list of the people to which you assigned it.

If you experience trouble with this process, please contact the helpdesk for support at LMSSupport@mail.nih.gov.