

Tip Sheet

APPROVING ORDERS – ADDITIONAL APPROVER FOR ORDERS (AAO)

This tip sheet will guide additional approvers through the task of approving a staff member for a class in the LMS.

In order to have access to the **Request Approval** menu option, you must be named as the Additional Approver For Orders in at least one person's LMS account profile.

NOTE: Prior to this approval please verify that the CAN associated with this registration is accurate. Refer to the LMS tip sheet *TS74-A: Add/Review a CAN on a Training Order—AAO*

To approve a training order as an Additional Approver for Orders (AAO):

1. Log on to the LMS.

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

- 2. On the LMS home page, select the Learning tab.
- 3. Select **Request Approval** link from the vertical navigation on the left side of the page.

	Home	Learning	Skills	Collaboration	Success Plan	Profile	Reports			
Learning	All Learnin	ng Activity	Regis	trations Pendir	ng My Approva	l				
	Knowledge Center		Registrations External Registrations							
	Request	Approval								
Request Approval	 Approval Tasks 	Inbox						View	By Order Ite	em 🔻
Link	Evaluation	ns & Surveys	Registr	ations Pending Ap	proval by Order I	tem				

Figure 1: Registrations Pending My Approval Screen



- 4. Locate the offer that you want to approve and position your cursor over the **Actions** link to activate a pop-up menu.
- 5. Click **Approve** from the Actions link pop-up menu to generate the report.

services by		000 0	Es	arch -				ALTINE .	
Ervro	llments ng 1 out of 1 res	ults				Print I	aport Mor	tify Tab	te Approve
r I	Submitted By	Offering Name	Delivery Type	Start Date	End Date	Location	Price	Actions	
	NH Learner	NiH LMS Local Learning Administrator	Computer Laboratory	09/28/2012	09/28/2012	HIH Training Center	283.00 USD	Actions	

Figure 2: Approve Training Order

6. The training order is now approved and is no longer viewable in the approval queue.

If you experience trouble with this process, please contact the NIH HR Systems Support Helpdesk at <u>HRSystemsSupport@mail.nih.gov</u>

