

## Tip Sheet

## **APPROVING ORDERS – ALTERNATE MANAGER**

This tip sheet will guide Alternate Managers through the task of approving a training order for an alternate team member for a class in the LMS.

In order to have access to the **Team Home** menu option, you must be named as the Alternate Manager in at least one person's LMS account profile.

**NOTE:** Prior to making this approval, please verify that the CAN associated with this order is accurate. Refer to the LMS tip sheet TS73-S: Add/Review a CAN on an Order—Manager or Alternate Manager.

## To approve a training order for an alternate team member:

- 1. You should have received an automated LMS email notification stating that there is a "Registration pending your approval."
- 2. Log on to the LMS.

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

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



Figure 1: LMS Welcome Screen; Go To: Drown Down Menu

- 4. Select the **Team Learning** tab.
- 5. Select the Alternate Team in the drop-down View Enrollment For menu.

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Continuing Education					- Sea	(ch		

Figure 2: Approve Pending Registrations for Team; Alternate Team



Go To:

6. Under the Actions column, click Actions and then click Approve.

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Ē.	HH Leamer	NIH LMS Local Learning Administrator	Computer Laboratory	09/28/2012	09/28/2012	NIH Training Center	283.00 USD	Actions		

Figure 3: Approve Training Order

7. The training order is now approved and is no longer viewable in the alternate manager approval queue.

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

