

Go To:

menu

drop-down

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

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



Tip Sheet

- 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**.

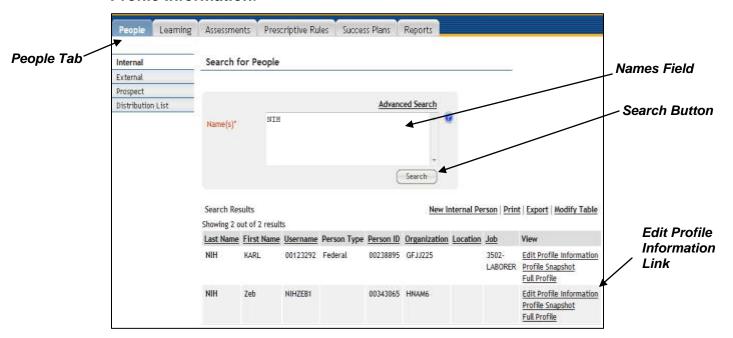
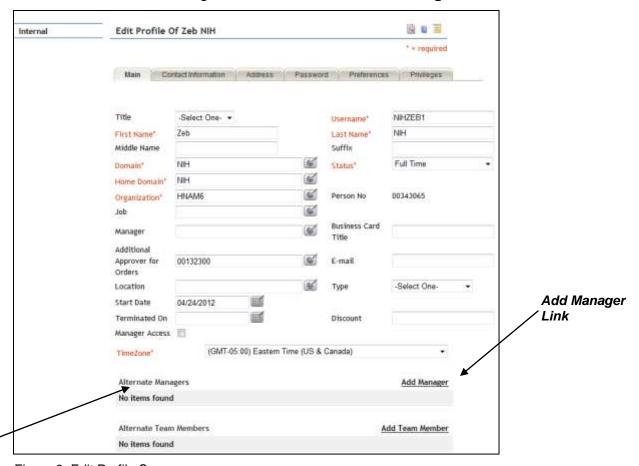


Figure 2: Search for People Screen



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



Alternate Manager's Section

Figure 3: Edit Profile Screen



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

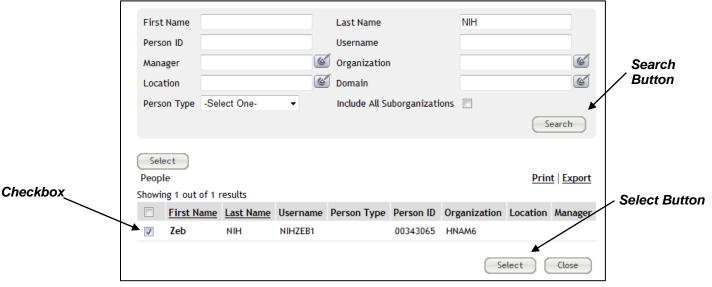


Figure 4: Add Manager Search Screen

9. Scroll to the bottom of the page and click Save.

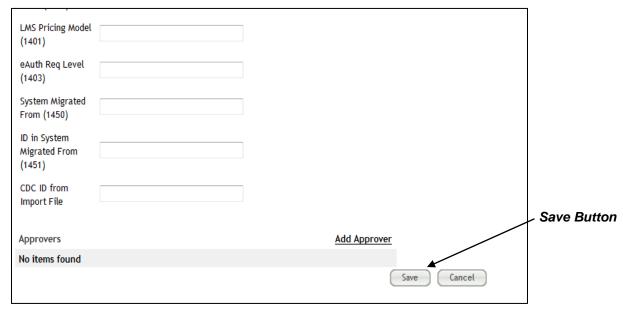


Figure 5: Edit Profile Screen; Save

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

