

## REGISTER A LEARNER FOR AN OFFERING

This tip sheet will guide Local Learning Administrators and Learning Administrators through the task of registering a learner for a course in the LMS by creating an Order.

The Orders functionality is accessed differently, depending on which administrator role you have:

- Local Learning Administrators: Use your Registrar's Desk drop-down role; Orders tab; Order menu item.
- Learning Administrators: Use your Learning Administrator drop-down role; Learning Administration tab; Order menu item.

### To Create an Order

1. Navigate to the Order menu in accordance with the administrator role you have above.

Order menu

Figure 1: Order Contact Screen

2. Use the search fields to find the *contact name* for the order.

**NOTE:** The person creating the order should be the person that is responsible for the order. It may or may not be the name of the person being registered.

- If the contact person is not one of the learners being registered for the class, uncheck the **Include Contact as Learner** check box.

The screenshot shows a form titled "Create Order". Below the title, there is a progress indicator showing "1. Order Contact" followed by a right-pointing arrow and "2. B...". At the bottom of the form, there is a checkbox labeled "Include Contact as Learner" which is checked.

Figure 2: Include Contact as Learner indicator

- Select the check box next to the account of the contact person, and you will be taken to the next screen.

The screenshot shows a search interface for "Search for Order Contact". It includes several input fields: First Name (with "nih" entered), Last Name, Person ID, Username, Manager, Location, Domain, Person Type (a dropdown menu set to "-Select One-"), Learning Contact, and Organization. A "Search" button is located at the bottom right of the search form. Below the search form, there is a table titled "Select order contact" with columns: First Name, Last Name, Username, Person Type, Person ID, Organization, Location, and Manager. The table contains six rows of data, each with a checkbox in the first column.

	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	HNN1		NIHSUPERVISOR
<input type="checkbox"/>	NIH	LocalLearningAdmin	NIHLOCALLEARNINGADMIN	Other	00165950	HNAM6		NIHSUPERVISOR
<input type="checkbox"/>	NIH	Supervisor	NIHSUPERVISOR	Other	00165949	HNAM6		00104264
<input type="checkbox"/>	NIH	TrainingContentAdmin	NIHTRAININGCONTENTADMIN	Other	00165951	HNAM6		NIHSUPERVISOR

Figure 3: Order Contact selection screen

- Search for the offering using the **Simple Search**, **Advanced Search**, or **Browse by Category** options.

6. Click **Register** to the right of the correct offering.

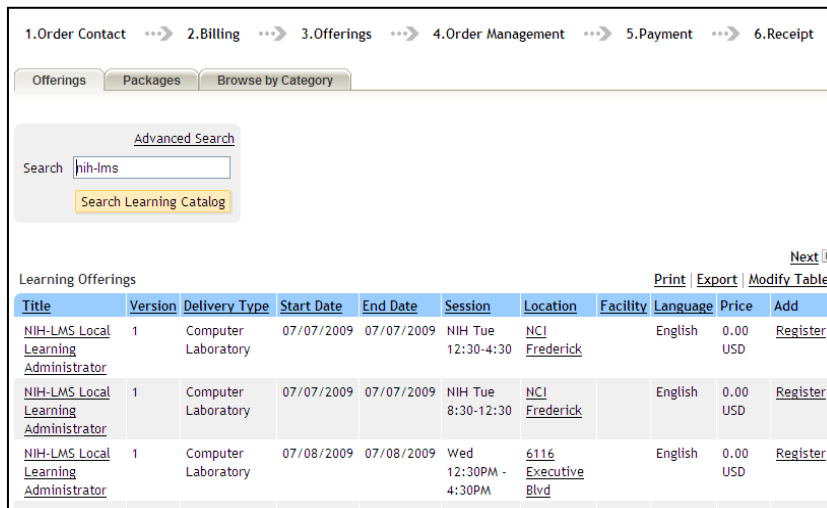


Figure 4: Offering search screen

7. Click the **Add Learners** link to search for additional learners you want to register for the same exact offering.

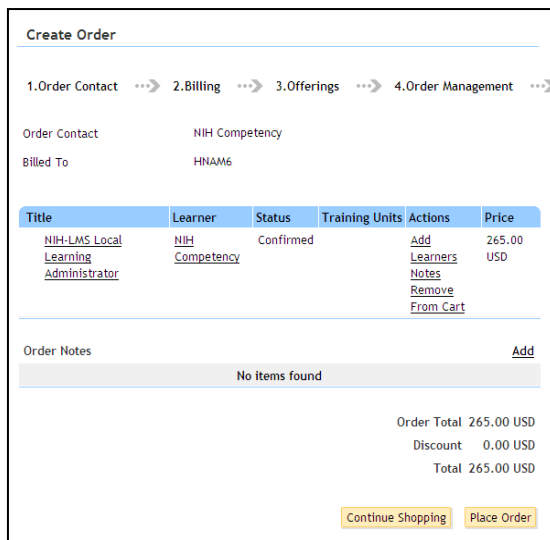


Figure 5: Add Learners screen

- Enter the name (or other known criteria) in the search fields and click **Search**.
- Click the box to the left of the learner's name. (Use the check box in the blue menu bar to select all the learners listed.) If you want to reserve unnamed seats in the class, enter the appropriate number in the **Unassigned Learners** field.

**Add Seats And Learners** \* = required

Add Seats  
 Unassigned Learners

Add Learners

Population\*  First Name

Last Name  Person ID

Username  Manager

Location  Domain

Person Type  Organization

People Print | Export

<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	HNN1		NIHSUPERVISOR
<input type="checkbox"/>	NIH	LocalLearningAdmin	NIHLOCALLEARNINGADMIN	Other	00165950	HNAM6		NIHSUPERVISOR
<input type="checkbox"/>	NIH	TrainingContentAdmin	NIHTRAININGCONTENTADMIN	Other	00165951	HNAM6		NIHSUPERVISOR

Figure 6: Add Learners and Learners screen

10. Click **Select**.

11. The learner(s) and seats will now be added to the roster and displayed in the order list.

Order Contact NIH Competency

Billed To HNAM6

Title	Learner	Status	Training Units	Actions	Price
<a href="#">NIH-LMS Local Learning Administrator</a>	<a href="#">NIH Competency</a>	Confirmed		<a href="#">Add Learners</a> <a href="#">Notes</a> <a href="#">Remove From Cart</a>	265.00 USD
<a href="#">NIH-LMS Local Learning Administrator</a>	<a href="#">NIH DomainSysAdmin</a>	Confirmed		<a href="#">Add Learners</a> <a href="#">Notes</a> <a href="#">Remove From Cart</a>	265.00 USD
<a href="#">NIH-LMS Local Learning Administrator</a>	No Learner Assigned	Confirmed		<a href="#">Add Learners</a> <a href="#">Set Learner</a> <a href="#">Notes</a> <a href="#">Remove From Cart</a>	265.00 USD

Order Notes [Add](#)

No items found

Order Total 795.00 USD  
 Discount 0.00 USD  
 Total 795.00 USD

Figure 6: Add Learners and Learners screen

12. You may use **Continue Shopping** to add learners for a different offering to the same order if necessary. **Continue Shopping** will take you back to the select offering screen where you may add another offering to the order.



**Note:** Click the **Remove from Cart** link to remove an item from the order.

13. When you are finished, click the **Place Order** button to complete the order.

Title	Learner	Status	Training Units	Actions	Price
<a href="#">NIH-LMS Local Learning Administrator</a>	<a href="#">NIH Competency</a>	Confirmed		<a href="#">Add</a> <a href="#">Learners</a> <a href="#">Notes</a> <a href="#">Remove</a> <a href="#">From Cart</a>	265.00 USD

Order Notes [Add](#)

No items found

Order Total 265.00 USD  
Discount 0.00 USD  
Total 265.00 USD

[Continue Shopping](#) [Place Order](#)

Place Order Button

**IMPORTANT:** Although you place the order to complete the registration process in the LMS, there are no financial transactions taking place through the LMS at this time. For any offering that has tuition, you **MUST** follow-up by completing a NIHITS nomination to obligate the funds. Your registration in any offering may be dropped if you do not pay for it.

**If you experience trouble with this process, please contact the NIH helpdesk for support at [LMSSupport@mail.nih.gov](mailto:LMSSupport@mail.nih.gov).**