LMS
Learning Management System

Tip Sheet

View Team Offering Requests

Using the supervisor role, this tip sheet will guide you through the steps to view team offering requests.

1. Log on to the LMS.

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

Go To: drop-down menu

Figure 1: Go To: drop-down menu

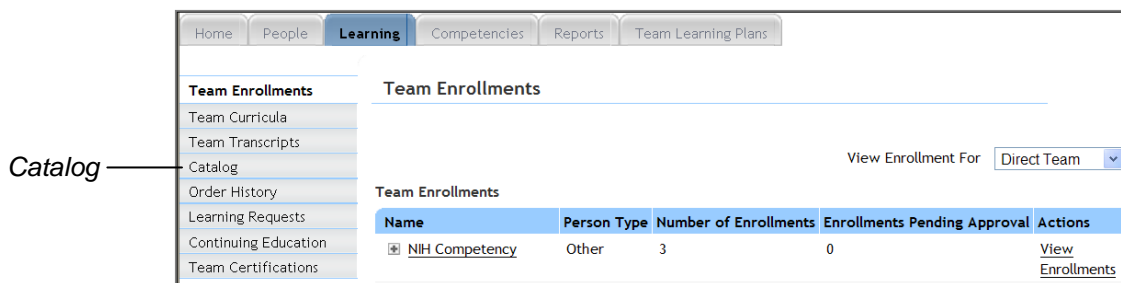2. Select **My Team's Learning** from the **Go To**: drop-down menu in the upper right-hand corner.

Catalog

Figure 2: Learning tab

3. Click the **Learning** tab.
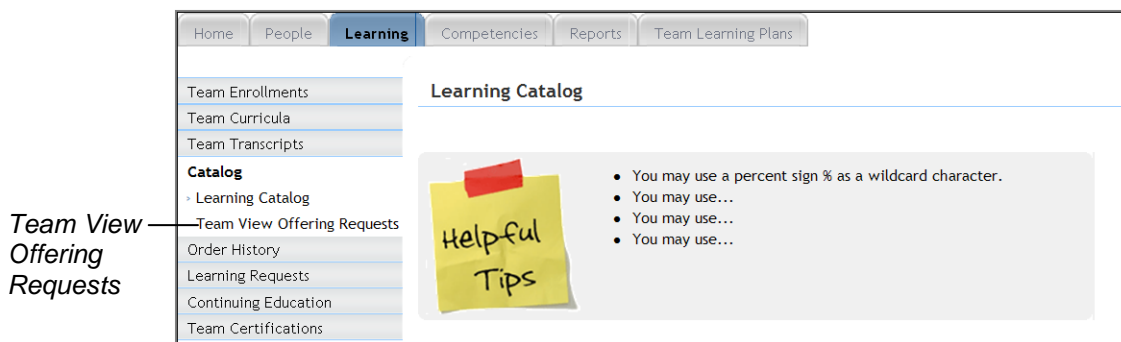4. Click the **Catalog** option in the left menu.

Team View Offering Requests

Figure 3: Learning tab

5. Click the **Team View Offering Requests** option from the left menu.

Figure 4: Team Learning Requests screen

6. The offering requests will be displayed from newest to oldest.
7. Enter search request dates in the **Requested On** fields.
8. Click **Search** to find offering requests in a specific time period.

   NOTE: Use the **Team Select** drop-down menu to alternate between your Direct Team and Alternate Team.

If you experience trouble with this process, please contact the helpdesk for support at LMSSupport@mail.nih.gov or 1-866-246-5440.