

## APPROVING ORDERS - MANAGER

This tip sheet will guide Supervisors/Managers through the task of approving a training order for a direct report for a class in the LMS.

In order to have access to the **Team Home** menu option, you must be named as the 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 a direct 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*.

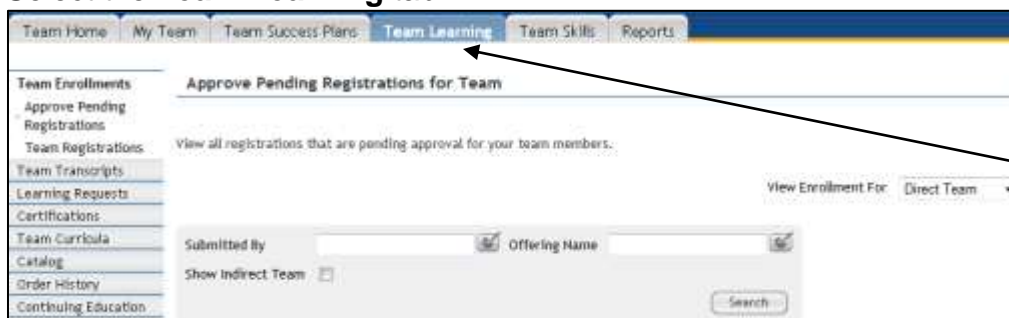
3. Select the **Team Home** role in the drop-down **Go To** menu.



Go To:  
drop-down  
menu

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

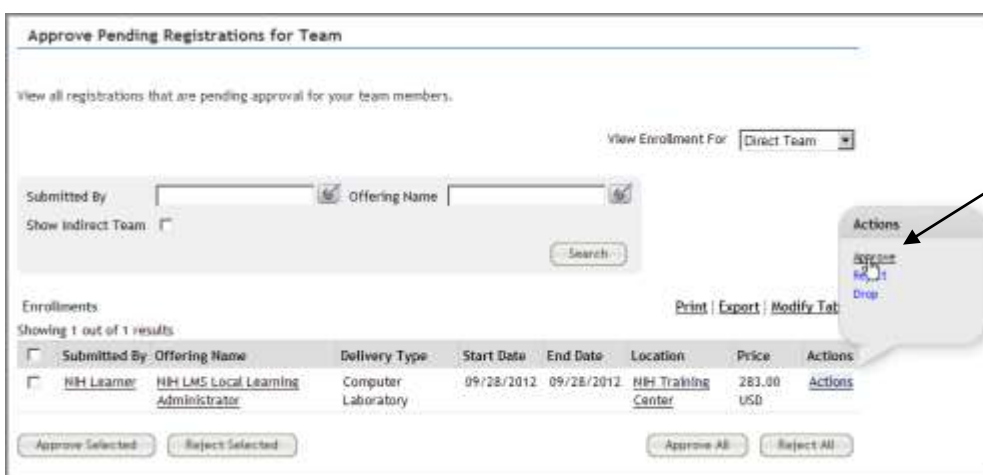
4. Select the **Team Learning** tab.



**Team Learning Tab**

Figure 2: Approve Pending Registrations for Team; Team Learning Tab

5. Under the **Actions** column, click **Actions** and then click **Approve**.



**Approve**

Figure 3: Approve Training Order

6. The order is then 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 [HRSystemsSupport@mail.nih.gov](mailto:HRSystemsSupport@mail.nih.gov)**