

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*.

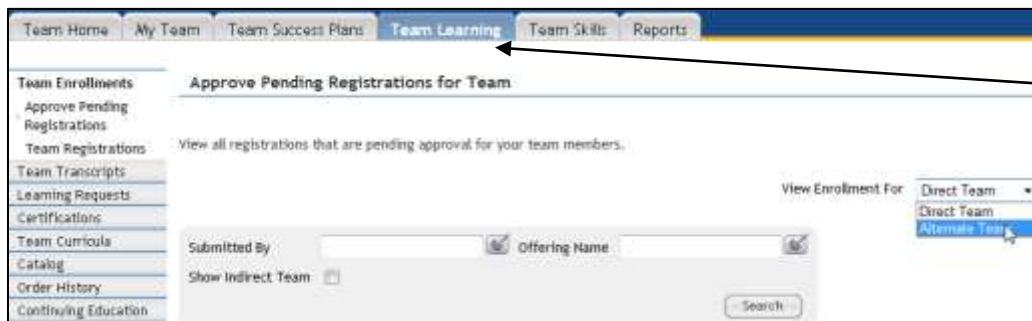
3. Select the **Team Home** role in the drop-down **Go To** menu.



Go To:
drop-down
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.



Team
Learning
Tab

Figure 2: Approve Pending Registrations for Team; Alternate Team

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

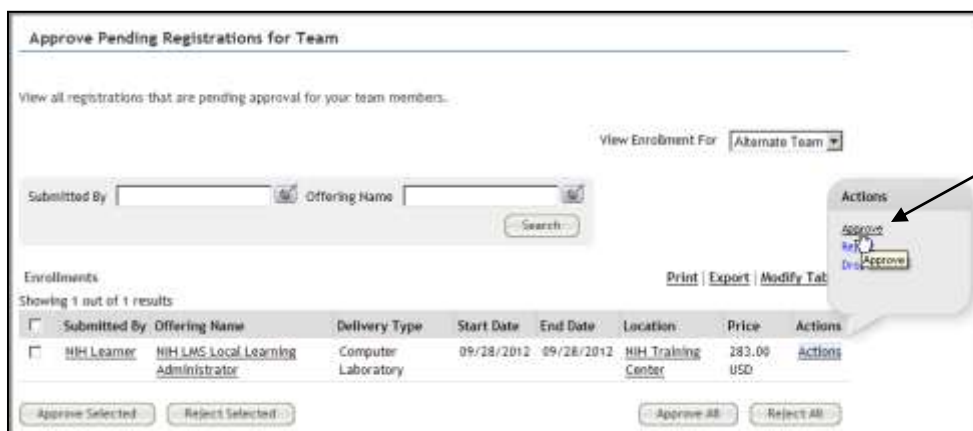


Figure 3: Approve Training Order

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 HRSystemsSupport@mail.nih.gov

