*LEARNING MANAGEMENT SYSTEM (LMS)*
# APPROVING ORDERS – ADDITIONAL APPROVER FOR ORDERS (AAO)

This QRG will guide Additional Approvers for Orders through the task of adding a CAN Note to an Order and approving an Order for a Learner.

1. Log into the LMS.

2. Select the **Admin** icon.

*Admin icon*
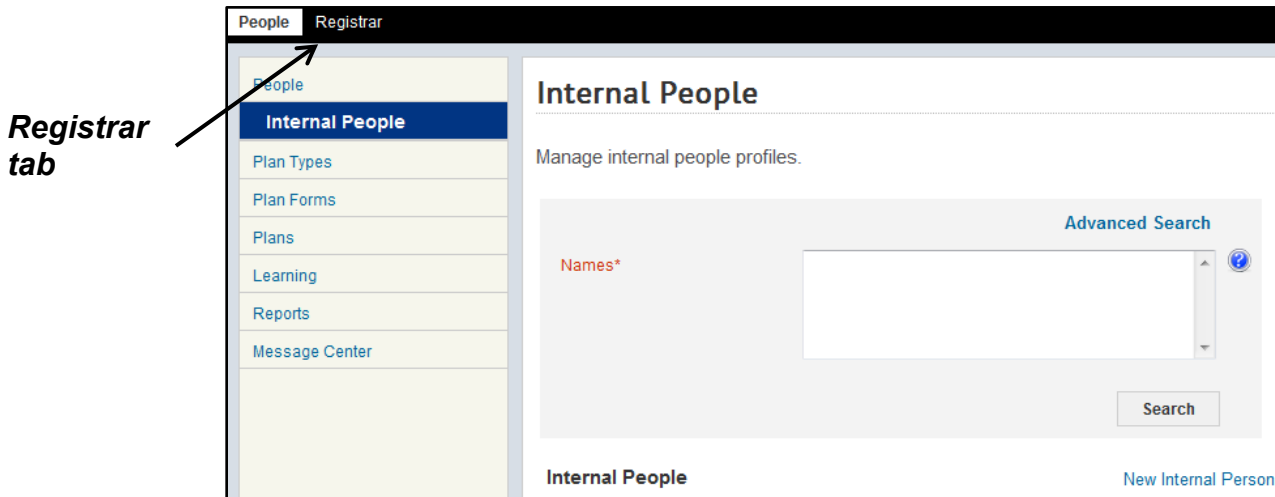


Figure 1 – Admin icon

3. Select the **Registrar** tab.

*Registrar tab*



Figure 2 – Registrar tab

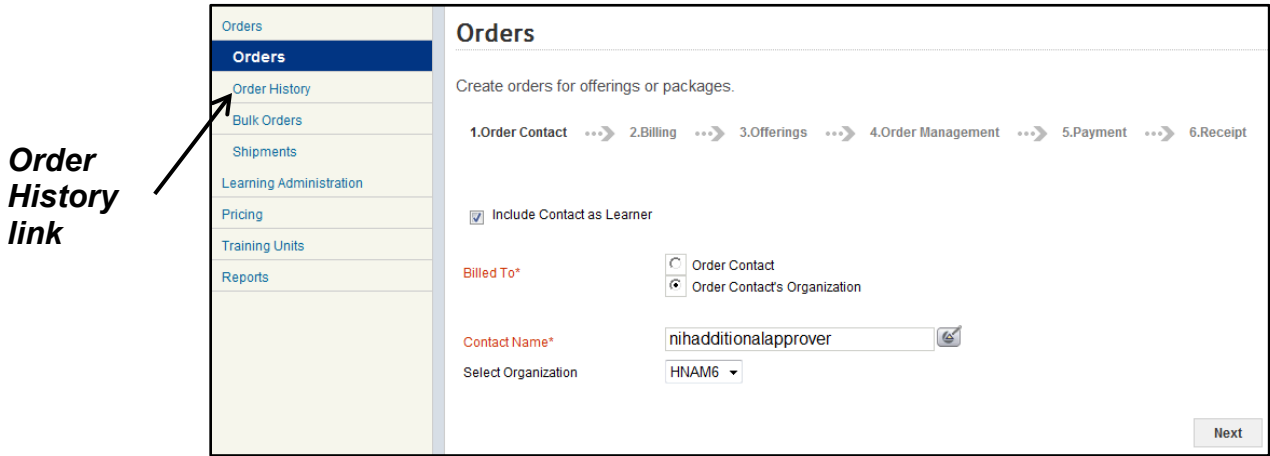4. Select the **Order History** link in the left navigation menu.

*Order History link*

Figure 3 – Order History link

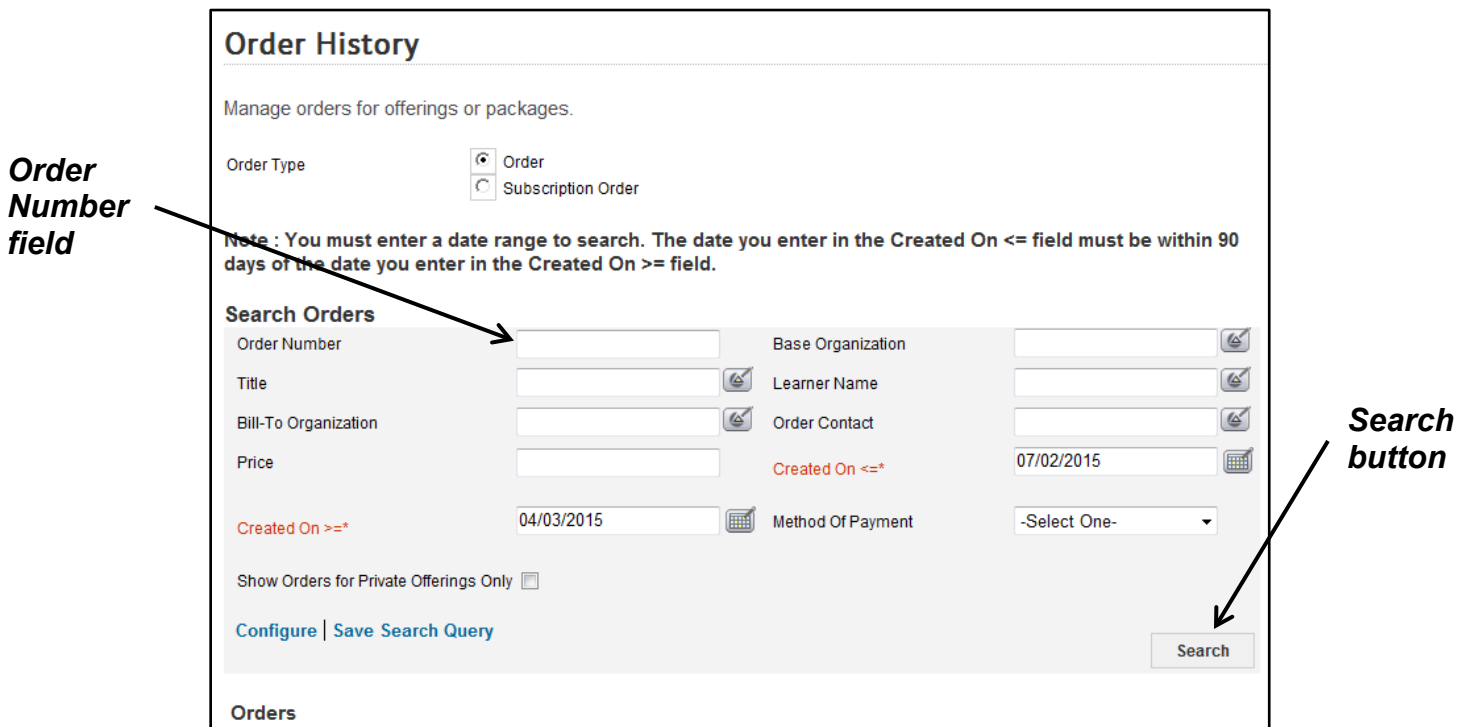5. Enter the number of the Order to be modified in the Order Number field and select the **Search** button.

*Order Number field*

*Search button*

Figure 4 – Order Number field and Search button

6.  From the Orders search results, select the **Order Number** link.

*Order Number link*



Figure 5 – Order Number link

7. Select the **Notes** link.



Figure 6 – Add CAN link

**IMPORTANT!** Do not use the **Change Learner** link to replace a person on an Order. If a person needs to be substituted for another on a roster, please contact the NIH Training Center at 301-496-6211 or training1@od.nih.gov.

8. Select the **Add Note** link.



Figure 7 – Add Note link

9. Select **CAN** from the Category pull-down menu.
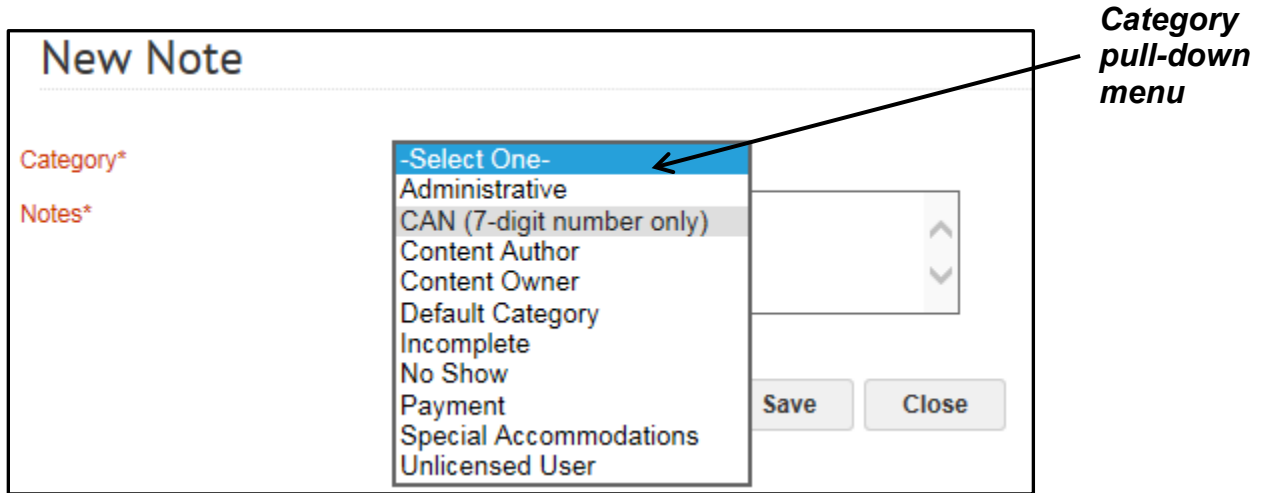


*Category pull-down menu*

Figure 8 – CAN option on the Category pull-down menu

10. In the **Notes** field, enter a new/corrected CAN to be used for the Order. Select the **Save** button to save the Note.
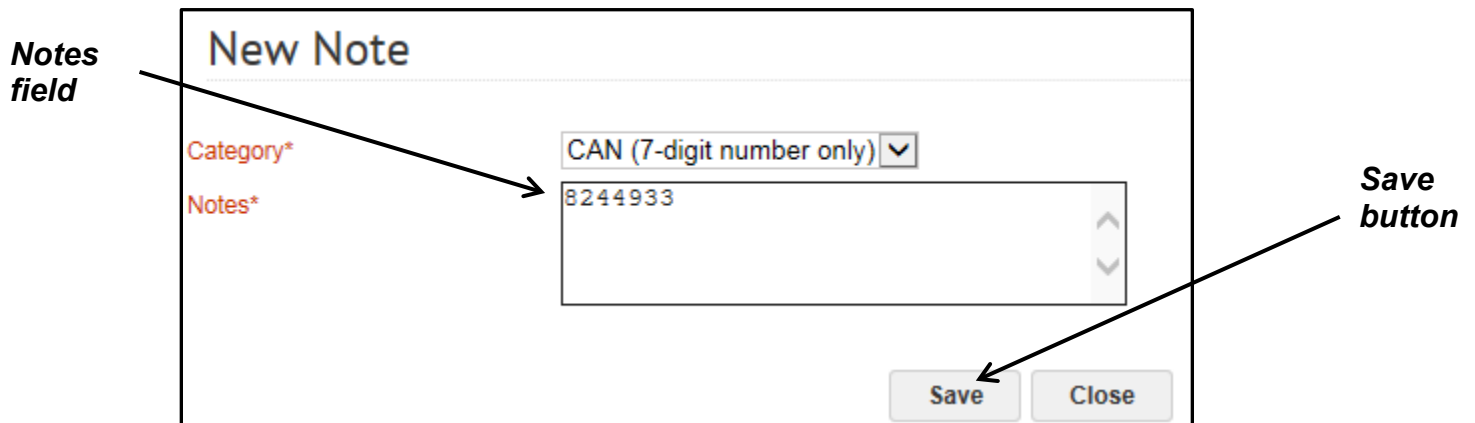


*Notes field*

*Save button*

Figure 9 – Notes field

**Note:** The CAN field only accepts the 7-digit CAN. Fiscal year information is not necessary and will generate an error.

11. The CAN Note should now be shown. Select the **Close** button to return to the Order.



*Close button*

Figure 10 – Add/View Notes page with added CAN

12. Select the Inbox icon.

*Inbox icon*



Figure 11 – Inbox icon

13. Select the **Approve Registrations** link in the left navigation menu.
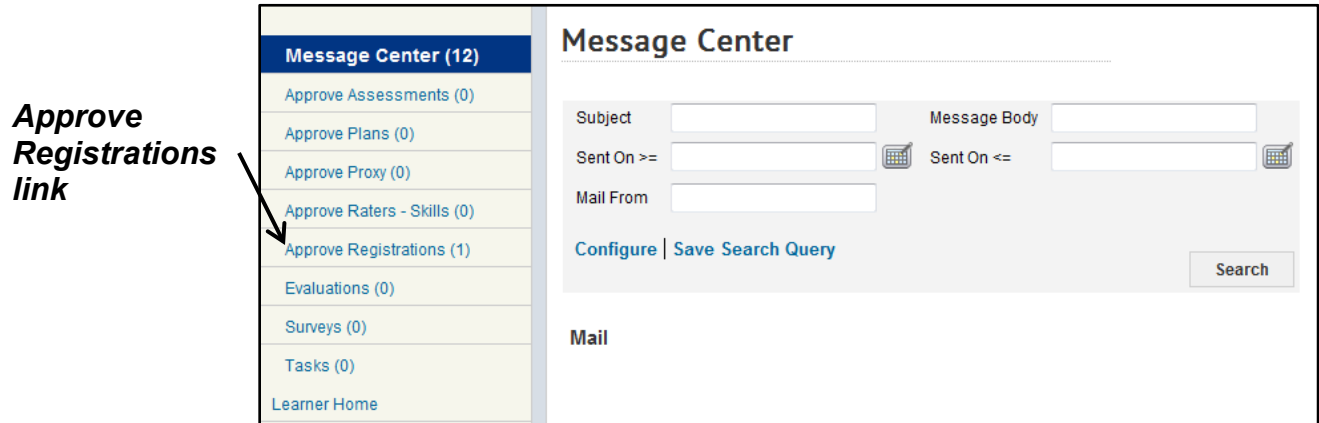
*Approve Registrations link*

Figure 12 – Approve Registrations

14. In the Registrations Pending Approval by Order Item section, locate the Order you wish to approve. You can use the **Approve** or **Reject** links in the Action column to either approve or reject the Order, or you can select the checkbox for the Order and use the **Approve Selected** or **Reject Selected** buttons.

*Approve link*

*Reject link*

*Select checkbox*

*Approve Selected button*
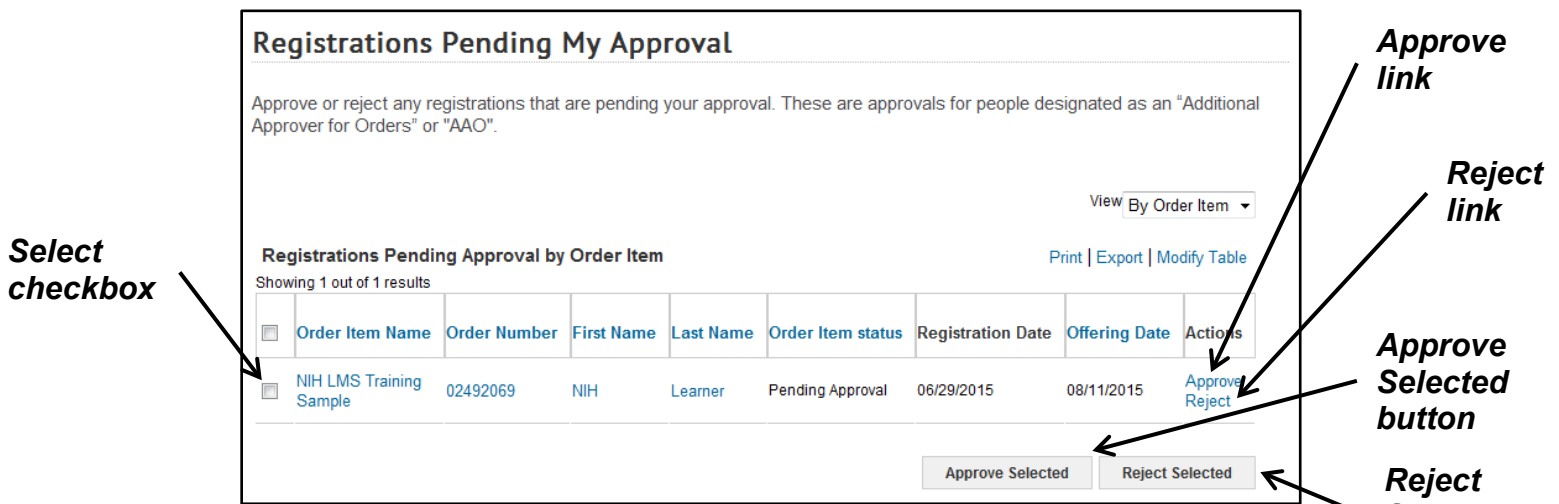
*Reject Selected button*

Figure 13 – Select checkbox, Approve Link, Approve Selected and Reject selected buttons

15. The Order is now approved and is no longer visible in your approval queue.

**If you experience trouble with this process, please refer to the LMS Support Page.**