



## ***LEARNING MANAGEMENT SYSTEM (LMS)*** **APPROVING ORDERS – MANAGER**

This QRG will guide Supervisors/Managers through the task of approving a training order for a team member for a class in the LMS. In order to perform this task, you must be designated as the manager for at least one Learner.

**NOTE:** Prior to this approval please verify that the CAN associated with this registration is accurate. Refer to the LMS tip sheet [TS73-S: Add/Review a CAN on an Order—Manager or Alternate Manager](#).

1. When one of your team members is added to an order needing approval, you will receive an email notification from the LMS stating that there is a registration pending your approval.
2. Log into the LMS.
3. Select the **Inbox** icon.



Figure 1 – Inbox icon

4. Select the **Approve Team Registrations** link from the left navigation menu.

**Approve  
Team  
Registrations**

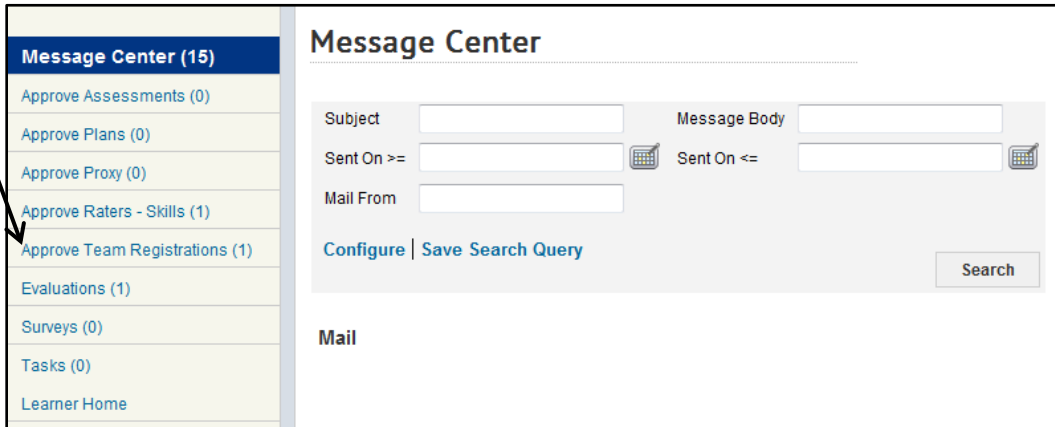
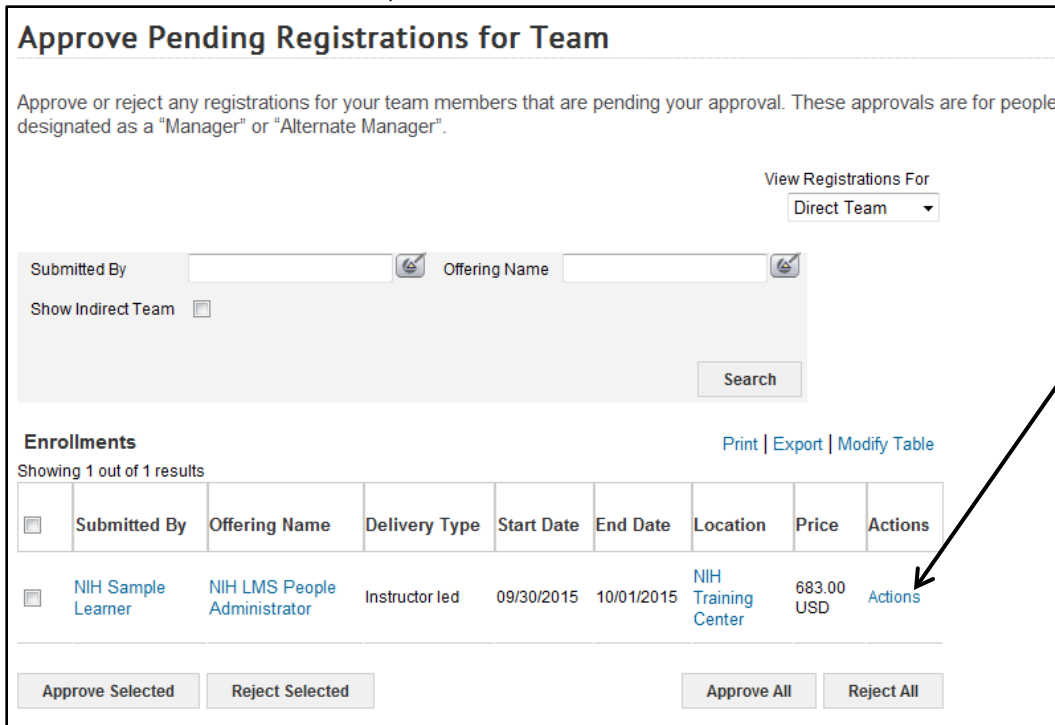


Figure 2 – Approve Team Registrations link

5. Under the **Actions** column, click the **Actions** link.



**Actions  
link**

Figure 3 – Actions link

**IMPORTANT:** Do not click on the **Approve All** button at the bottom of the screen.

6. Click the **Approve** link in the Actions activity menu.

**Approve Pending Registrations for Team**

Approve or reject any registrations for your team members that are pending your approval. These approvals are for people designated as a "Manager" or "Alternate Manager".

View Registrations For: Direct Team

Submitted By: [ ] Offering Name: [ ]

Show Indirect Team:

Search

**Enrollments** Print | Export | Modify T

Showing 1 out of 1 results

<input type="checkbox"/>	Submitted By	Offering Name	Delivery Type	Start Date	End Date	Location	Price	Actions
<input type="checkbox"/>	NIH Sample Learner	NIH LMS People Administrator	Instructor led	09/30/2015	10/01/2015	NIH Training Center	683.00 USD	Approve Reject Drop

Approve Selected Reject Selected Approve All Reject All

Figure 4 – Approve link in the Actions activity menu

7. 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](#).**