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## **Self-Registration using Approval Roles for Learning Coordinators**

This document provides Learning Coordinators with instructions and illustrations on how to view an employee's registration status by viewing various eLMS screenshots or running reports. The purpose of this document is to provide the Learning Coordinator with various ways to view the employee's individual registration status or for a specified group/organization.

Each Learning Coordinator will need an eLMS User ID and password to access eLMS as an Administrator. To request an eLMS Administrator account, Learning Coordinators should contact his/her eLMS Primary Level 1 (See Appendices for list of Primary Level 1 contacts). The User ID is the employee's FIRST INITIAL, LAST NAME, and LAST FOUR DIGITS of their SOCIAL SECURITY NUMBER. The User ID is case sensitive, so USE ALL CAPS. For example: JJONES1234. If additional assistance is needed to log into eLMS after the Learning Coordinator has obtained eLMS Administrator access, he/she can contact the eLMS help desk at: eLMSHelp@dot.gov, 405-954-4568 (6am-6pm CT).

Each employee will have the opportunity to register, waitlist, and cancel themselves from a given course using the self-registration with approval roles process. Supervisors who manage employees will receive Lotus Notes emails and eLMS alerts should an employee register for a course. Therefore, a job aid has been created for supervisors on how to approve an employee's registration in the system.

On a rare occasion, the supervisor may not be available and request that the Learning Coordinator approve registrations for his/her employee. In this case ONLY will the Learning Coordinator be able to approve the training in eLMS.

There are several ways a Learning Coordinator can view the status of an employee's registration. One option is to go to the employee's registration tab. The Learning Coordinator will be able to see if an employee is pending or enrolled in a given course offering.

To use this option the Learning Coordinator should log in as the eLMS Administrator and perform the below steps:

Search for the employee's record under the User Management link => Users => type in employee's User ID or search by employee's first and/or last name => click Search button for results. Once you have conducted your search, your results appear towards the bottom half of your screen. In this example, we have searched for a user based on User ID. The matching records appear at the bottom. Depending on your Admin Role, two icons may appear - View and Edit next to the User ID. **You have an option to view the record or modify the record.**

The screenshot shows the U.S. Department of Transportation eLMS interface. The top navigation bar includes 'Administration | Quick Links: [dropdown] | Home | Preferences | Help | Logout'. The main navigation bar has 'User Management' highlighted in a red box, followed by 'Performance | Learning | Commerce | Content | Reports | System Admin'. The left sidebar lists 'Users' and other management options. The main content area is titled 'Users' and includes a search form. The search criteria are: Case sensitive search:  Yes  No; User ID: Starts With [dropdown] [kcoachman5959] (highlighted in a red box); Last Name: Starts With [dropdown] [text]; First Name: Starts With [dropdown] [text]; Middle Initial: Starts With [dropdown] [text]; Role ID: Starts With [dropdown] [text]; User Status:  Active  Not Active  Both. Below the search form are buttons for 'Search' (highlighted in a red box), 'Save As', and 'Reset'. At the bottom, there is a 'Field Chooser' and a 'Send Notification' button. A table at the bottom shows the search results:

User ID	User Name	Notify
KCOACHMAN5959	COACHMAN, KELLY	<input type="checkbox"/>

After locating the employee's record go to the Registration tab that shows the registration status.

- Users**
- Assignment Profiles
- Job Positions
- Organizations
- Organization Groups
- + Tools
- + References

Users [Search](#) | [Add New](#) | [Help](#)

> [Search](#) > [Search Results](#) > [View Registration](#)

User ID: KCOACHMAN5959  
Name: COACHMAN, KELLY

Skills Inventory	Organization Ownership	Alternate Job Positions	Performance Review	External Requests	<a href="#">Standard Options</a>
Commerce	Account Code	Catalog Preview	Preferences	Approval Role	Approvals
Cpty Profiles	Competencies	<b>Registration</b>	Requests	Online Status	Assessments
Summary	Phone Numbers	Custom Fields	Learning Plan	Learning History	Curricula

**View the Registration for the User**

Item Title	Status	Start Date/Time	Location	Instructor
COURSE <b>FAA04239</b> (Rev 10/18/2006 06:16 PM EST)	Active Enrollment	11/12/2008 08:30 AM EST	490 L'Enfant Plaza, S.W., Suite 3207	
(04239) Project Management Principles				

Learning Coordinators can also view the Registration and Approval Process status by selecting the Approvals tab. To view the status of all registrations select the “All” radio button.

U.S. Department of Transportation

Administration | Quick Links: [dropdown] | Home | Preferences | Help | Logout

User Management | Performance | Learning | Commerce | Content | Reports | System Admin

**Users** Search | Add New | Help |

> Search > Search Results > View User Approvals

User ID: KCOACHMAN5959  
Name: COACHMAN, KELLY

Skills Inventory	Organization Ownership	Alternate Job Positions	Performance Review	External Requests	Standard Options
Commerce	Account Code	Catalog Preview	Preferences	<b>Approval Role</b>	<b>Approvals</b>
Cpty Profiles	Competencies	Registration	Requests	Online Status	Assessments
Summary	Phone Numbers	Custom Fields	Learning Plan	Learning History	Curricula

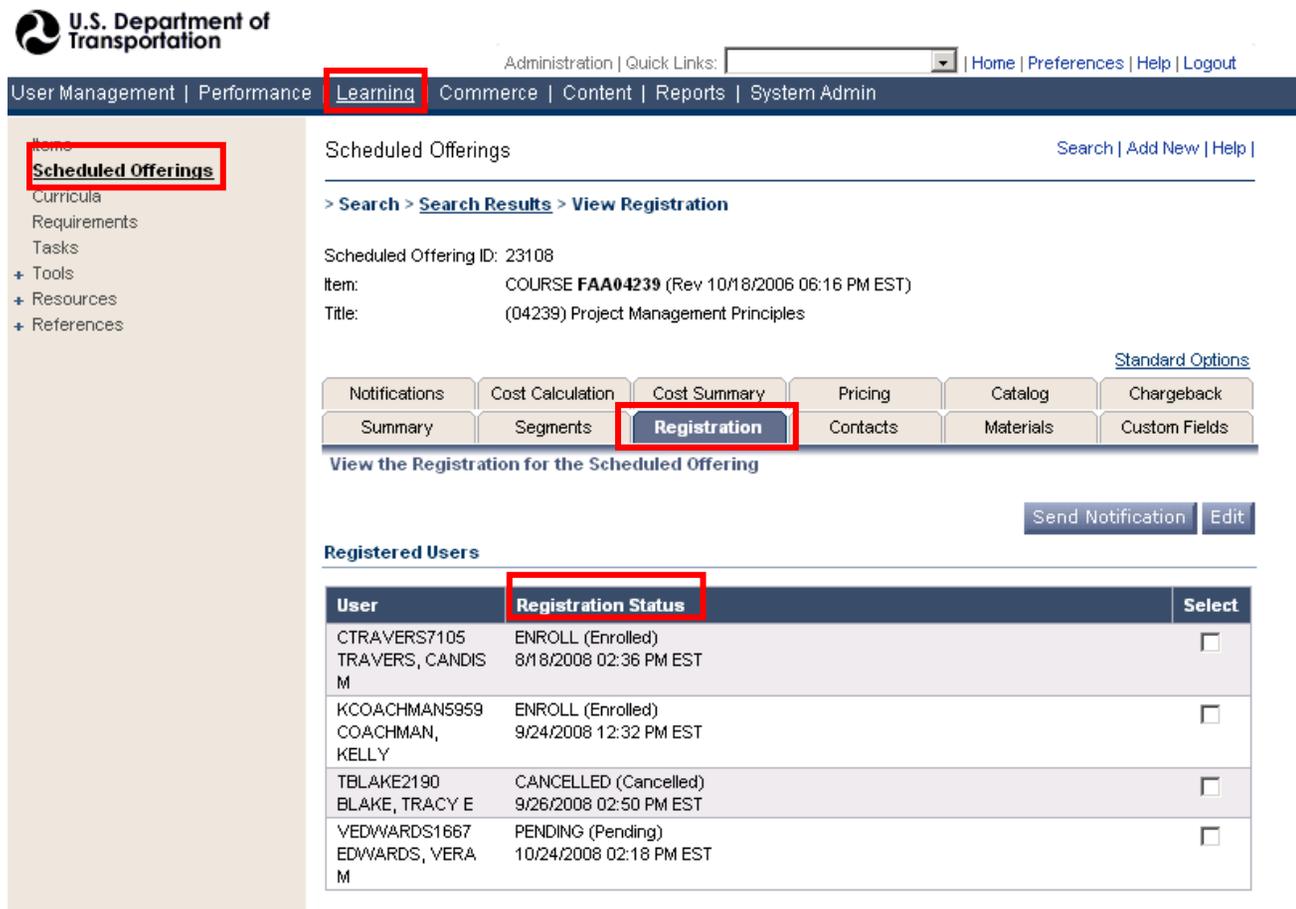
View the User Approvals

View:  Active Only  All Sort By: [dropdown]

Approval Type	Date Submitted	Status	ID	Title
Registration	8/18/2008 EST	Approved	4836	No Title
Registration	8/18/2008 EST	Cancelled	4837	No Title

Another way to view registration statuses for employees is by going directly to the Registration tab under the course's Scheduled Offering. This method is used on a daily basis by some Learning Coordinators. Below is a screenshot that shows various points of registration statuses.

Search for the scheduled offering under the Learning link =>click Scheduled Offering link => Enter Scheduled Offering ID number => Click the Search button=> Click the view icon  next to the appropriate scheduled offering ID=> Select Registration tab.



The screenshot shows the U.S. Department of Transportation eLMS interface. The top navigation bar includes 'Administration | Quick Links: [dropdown] | Home | Preferences | Help | Logout'. Below this, a secondary navigation bar contains 'User Management | Performance | **Learning** | Commerce | Content | Reports | System Admin'. The left sidebar menu has 'Home', '**Scheduled Offerings**', 'Curricula', 'Requirements', 'Tasks', '+ Tools', '+ Resources', and '+ References'. The main content area is titled 'Scheduled Offerings' and includes a search bar and links for 'Search | Add New | Help |'. Below the search bar, there are links for '> Search > Search Results > View Registration'. The 'Scheduled Offering ID: 23108' is displayed, along with 'Item: COURSE FAA04239 (Rev 10/18/2006 06:16 PM EST)' and 'Title: (04239) Project Management Principles'. A 'Standard Options' section contains buttons for 'Notifications', 'Cost Calculation', 'Cost Summary', 'Pricing', 'Catalog', 'Chargeback', 'Summary', 'Segments', '**Registration**', 'Contacts', 'Materials', and 'Custom Fields'. Below this, there is a link to 'View the Registration for the Scheduled Offering' and buttons for 'Send Notification' and 'Edit'. The 'Registered Users' section contains a table with the following data:

User	Registration Status	Select
CTRAVERS7105 TRAVERS, CANDIS M	ENROLL (Enrolled) 8/18/2008 02:36 PM EST	<input type="checkbox"/>
KCOACHMAN5959 COACHMAN, KELLY	ENROLL (Enrolled) 9/24/2008 12:32 PM EST	<input type="checkbox"/>
TBLAKE2190 BLAKE, TRACY E	CANCELLED (Cancelled) 9/26/2008 02:50 PM EST	<input type="checkbox"/>
VEDWARDS1667 EDWARDS, VERA M	PENDING (Pending) 10/24/2008 02:18 PM EST	<input type="checkbox"/>

**Remember:** The employee and supervisor will receive eLMS alerts and Lotus Notes email notifications throughout the process.

**NOTE:** Learning Coordinators also have the option to track employee's enrollment status by generating status reports via eLMS. Reports can be run on a one-time basis or re-occurring reports can be scheduled after normal business hours. Reports can also be saved to run at various point in time. Reports can be run to track a group/organization's registration status using the Reports link in eLMS. The following reports can be used: Registration Status report and Approval Status report.

The screenshot displays the U.S. Department of Transportation eLMS interface. The top navigation bar includes 'Administration | Quick Links' and 'Home | Preferences | Help | Logout'. The main navigation bar lists 'User Management | Performance | Learning | Commerce | Content | Reports | System Admin', with 'Reports' highlighted in red. The left sidebar shows a tree view of navigation options, with 'Registration Status' highlighted in red. The main content area is titled 'Class Roster' and includes an 'Edit Report | Help |' link. Below this is a 'Run Class Roster' section with the following configuration options:

- Report Title:
- Report Header:
- Report Footer:
- Report Destination:  Browser  Local File
- Report Format:  XML  CSV  HTML  PDF
- Mask User IDs
- Page Break Between Records
- Scheduled Offering:

At the bottom of the configuration area are buttons for 'Run Report', 'Schedule Job', 'Save Report', and 'Reset'. An Adobe Reader logo is also visible in the bottom left corner.

Note: You will need to scroll over to see all of the users with various status associated with the scheduled offering(s).

User Management | Performance | Learning | Commerce | Content | **Reports** | System Admin

**System Admin**

**Approvals Status** [Edit Report](#) | [Help](#)

> **Edit Report**

---

Run Approvals Status

Report Title:

Report Header:

Report Footer:

Report Destination:  Browser  Local File

Report Format:  XML  CSV  HTML  PDF

Mask User IDs

---

Case sensitive search:  Yes  No

User:

Domain:

Approval Roles:

Approvers:

Submit Date between: (MM/DD/YYYY)

and: (MM/DD/YYYY)

Status:  Pending

Note: This report will show the status of the approval if an approval process is being used for a user's registration.

Users will remain in **PENDING** status until their assigned supervisor approves them in eLMS. In unique cases, a User may inquire about a **PENDING** status. Learning Coordinators and Curriculum Leads can perform behind-the-scene verifications in eLMS, as a check and balance, to ensure that the self-registration process has been followed by checking to see if the:

1. User has self-registered for the course
2. User has a correct email address
3. Supervisor has been assigned to the User
4. User's supervisor has correct email address
5. User's supervisor has approved the registration request

**\*Learning Coordinators should make corrections to a User's eLMS record for numbers 2-4.**

## Appendices

### **Primary Level 1s and their Backups**

<b>Organization</b>	<b>Name</b>	<b>Role</b>	<b>Email Address</b>	<b>Phone Number</b>
AVS	Jill Devenport	Primary (AVS)	<a href="mailto:Jill.Devenport@faa.gov">Jill.Devenport@faa.gov</a>	425-227-1666
	Catrena Hairston	Primary (AFS)	Catrena.Hairston@faa.gov	703-487-3931
	Delaine Walker	Backup (AFS)	delaine.walker@faa.gov	703-487-3926
	Michelle Carpenter	Primary (AIR)	Michelle.M.Carpenter@faa.gov	202-267-8019
	Maureen Campbell	Backup (AIR)	maureen.t.campbell@faa.gov	781-238-7122
AHR	Veronica Lucas	Primary	<a href="mailto:veronica.lucas@faa.gov">veronica.lucas@faa.gov</a>	202-267-9534
	Tiwanda Yarborough	Backup	tiwanda.yarborough@faa.gov	202-493-4507
AMA	Jamie Nicely	Primary	<a href="mailto:jamie.nicely@faa.gov">jamie.nicely@faa.gov</a>	405-954-5833
	David Juarez	Backup	david.juarez@faa.gov	405-954-9604
ATO	Shelly Walker	Primary	<a href="mailto:shelly.walker@faa.gov">shelly.walker@faa.gov</a>	202-267-3096
	Vicki Wolfington	Backup	vwolfington@qedllc.com	703-525-5333 x1124
ASH	Jodie Belton	Primary	<a href="mailto:jodie.belton@faa.gov">jodie.belton@faa.gov</a>	202-267-7077
	Sharon Hunt	Backup	sharon.hunt@faa.gov	202-493-4903
ARC	Mark Anthony Jackson	Primary	mark.jackson@faa.gov	202-493-4689
	Pam dela Vega	Backup	<a href="mailto:pam.f.delavega@faa.gov">pam.f.delavega@faa.gov</a>	405-954-0841
PMO	Don Schoenberg	Program Manager	don.schoenberg@faa.gov	202-493-5337; Cell: 443-254-4482
GP	Chris Olive	System Admin	colive@gpworldwide.com	410-379-3672; Cell: 443-562-0527
	Rob Parent	System Admin	rparent@contractor.gpworldwide.com	410-379-3732; Cell: 609-231-3405
QED	Deborah Koehle	Super Admin	dkoehle@qedllc.com	703-525-5333 x1167
Steering Committee	Deb Hanlon		deb.hanlon@faa.gov	202-267-8105