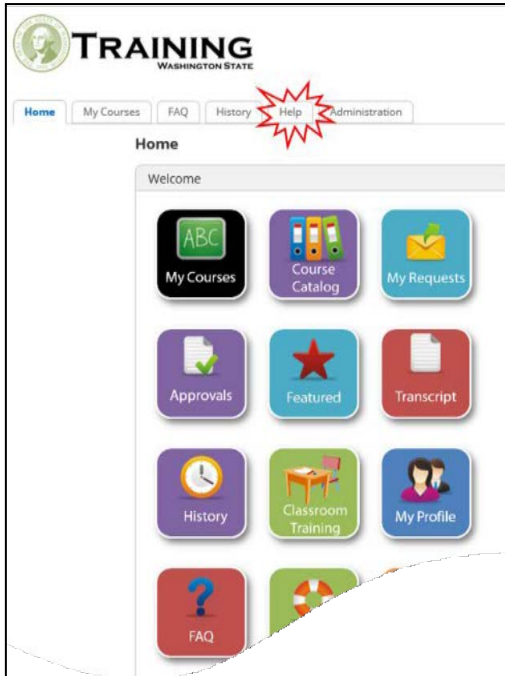


LMS TIPS FOR SUPERVISORS



If your agency requires supervisor approval for all training modules taken within the LMS, these two bullets are for you:

- **Potential problem:** If the supervisor must approve each module, it may impact the learner's ability to take courses in a timely manner. Depending on which track(s) your staff chooses, they will take between nine and 33 modules. Employees can only submit a learning request for each module after successfully completing the previous module-in other words, one request at a time! These training tracks aren't conducive to mass assignment or learning plans as each employee may have a different combination of courses that they are required to take, and they will be self-assigning.
- **Possible Solution:** The LMS has an option for a supervisor to delegate their approval authority to another individual. The LMS will send training requests to the supervisor and any delegates. Located on the Help tab of the LMS you will find two procedures: 1) How to Delegate Approval Authority, and 2) Delegate Approves Learning Request. The delegate may need a specific LMS role so you will need to work with your agency's LMS Administrator to set this in place.

Find Courses and Launch Modules

1. Log into the [LMS](#).
2. Your LMS account is already created. If you are logging in for the first time:
 - a. Use your email address as your user name.
 - b. Use Training#1 as your initial password.
 - c. University of Washington use Husky#1 as your initial password.
3. Click on the **Course Catalog Button**.
4. Find the Course you Need - There are two options that we recommend for searching for the courses you need:
 - a. *Option #1:* Copy and paste the name of the course you need into the search bar. For these training tracks you can scroll through all of the courses by copying and pasting this into the search bar: WA-State Contract Management.
 - b. *Option #2:* Click on the **Categories** tab. Check the **Contract and Procurement box** and scroll down to click **GO**. Scroll down to find the module you need.
5. Click on the module you need to take.
6. Click the **Launch**; Popup Blocked may appear. Click **Launch Course**.

Trouble Shooting

See the [LMS Guide for IT Specialists](#)