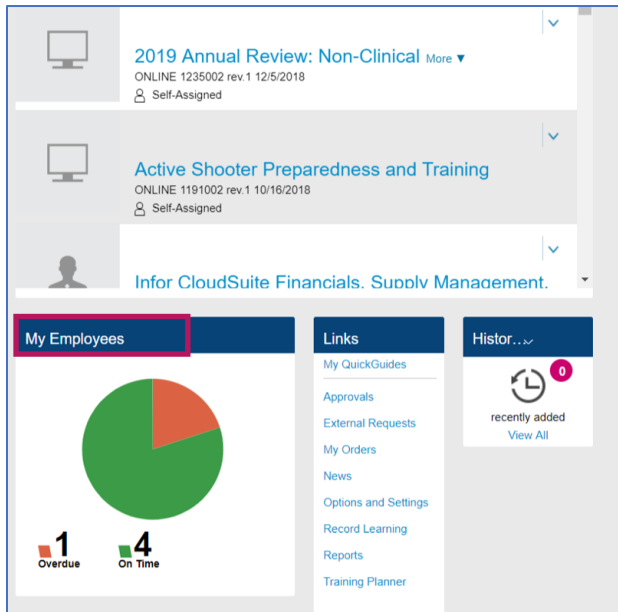
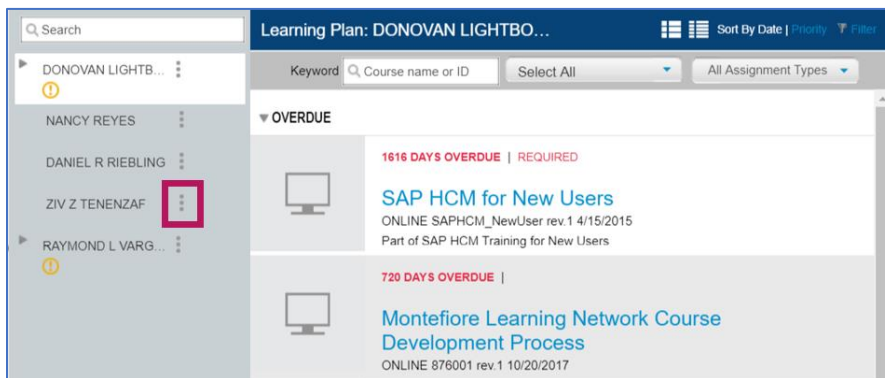


How to add Alternate Supervisors in the LMS

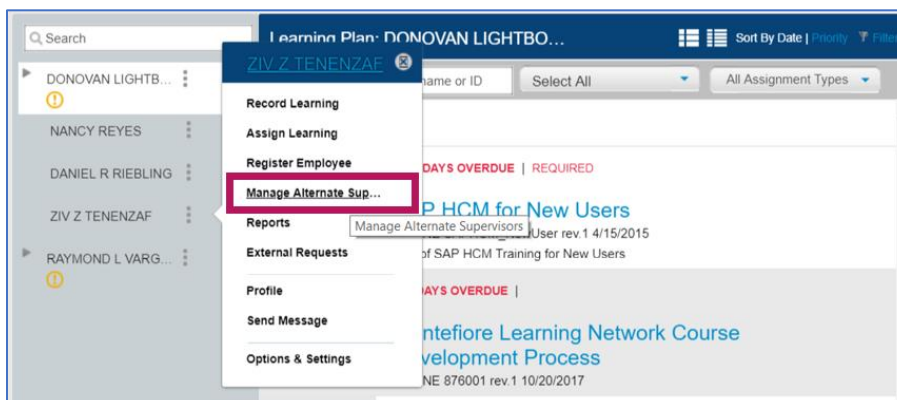
1. The primary supervisor of the user needs to access the Learning Management System, and to click on **My Employees** -



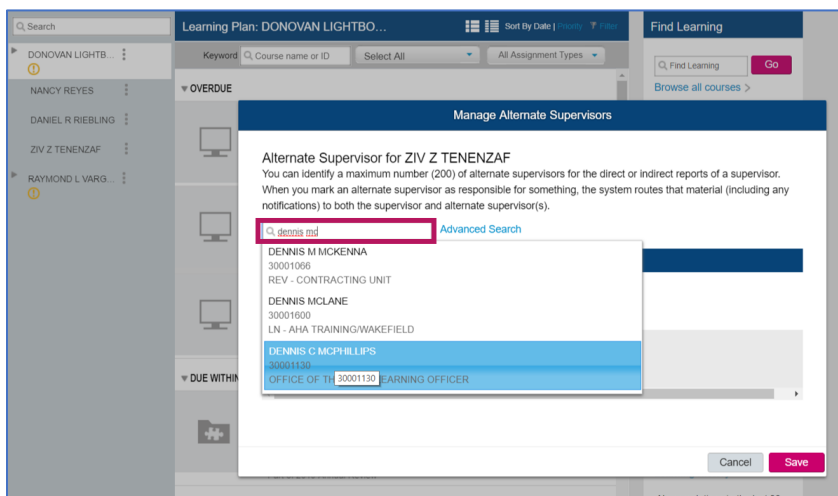
2. Click the 3 vertical dots menu next to the User that will have the Alternate Supervisor assigned.



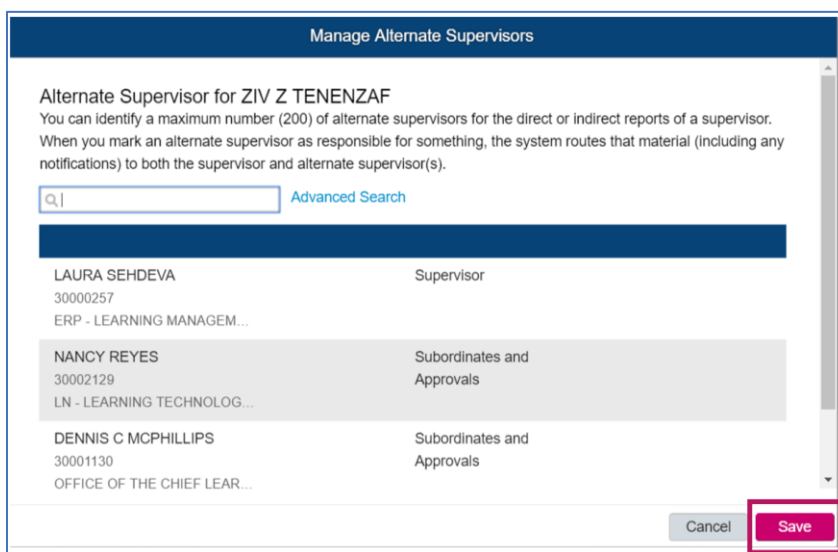
3. Select **Manage Alternate Supervisors**.



4. Type the name of the supervisor that you want to add -



5. Click **Save** -



Note: Once alternate supervisor is set on LMS, it will also receive notifications that are directed to the supervisor. There is no specific setting to control the notifications that are sent to the alternate supervisor and he will stop receiving it once alternate supervisor is removed.

If you have any questions, please contact the [Learning Network](#)