

## Job Aid – Approving or Denying Training Requests

As a supervisor, you interact with your team of employees most often, and are better positioned to understand what learning items a particular employee needs or does not need.

To approve or deny employee training requests:

1. Click on the **Approvals** link in the *Easy Links* section of the *Home* page



- OR -

2. Click the **You have pending approval requests** link in the *Alerts* box, on the *Home* page.

The *Pending Reviews and Approvals* page displays the pending approval.

**Note:** The *Approvals* link is also available from the Supervisor Links section of the My Employees page.


3. Click the (▶) **Expand** icon next to the user name

- OR -

4. Click the **Title** link for additional information.
5. Select the **Enter Reasons for Approvals or Denials** checkbox to allow for comments.
6. Select the **Approve**, **Deny**, or **Skip** radio button.
7. Click **Next**.



8. Enter the reasons for approval or denial.
9. Click **Next**.



The screenshot shows the 'Pending Reviews and Approvals' page. The breadcrumb trail is 'Approve or Deny > Approval Reasons'. The main heading is 'Approval Reasons' with a circled '8' next to it. Below the heading, there is a text input field labeled 'Approval Reason (optional)'. To the right of the input field, there are 'Previous' and 'Next' buttons, with the 'Next' button circled in red and labeled with a circled '9'.

10. Click Confirm. Notification is sent to the users or users.



The screenshot shows the 'Pending Reviews and Approvals' page. The breadcrumb trail is 'Approve or Deny > Approval Reasons > Confirm'. The main heading is 'Approve' with a circled '10' next to it. Below the heading, there is a table with columns 'User Name', 'Title', and 'Price'. The table contains one row with the following data: 'USER07, TMS', 'ADAP Fundamentals', and '0.00 US Dollar (USD)'. To the right of the table, there are 'Previous' and 'Confirm' buttons, with the 'Confirm' button circled in red and labeled with a circled '10'.