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**.

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