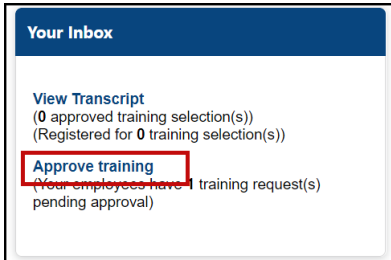


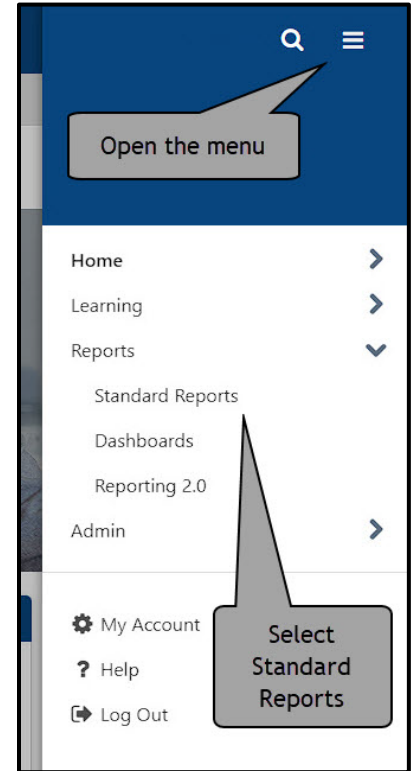


Approve or Deny Subordinate Training Requests

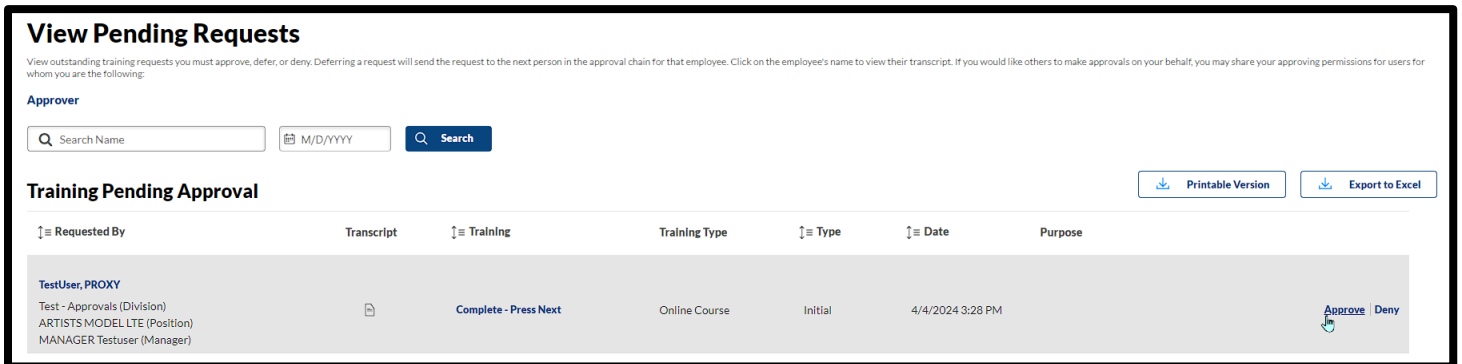
1. Review requests for training by viewing pending requests. There are two ways to see those.



- a. From your home page, find Your Inbox, select the **Approve Training** link.
- b. From the menu, under reports, select **Standard Reports**. Select the **Pending Requests** link from the list.



2. The View Pending Requests screen lists the employee's name, training title, and date of training.



Select the **training title** link to review details about the training. Select the **Close** button in the details screen to return to the View Pending Requests list.

- 3. Select the **Approve** link to begin approving the request, or the **Deny** link to begin denying the request.
- 4. You can provide an explanation for the approval or denial by entering additional comments in the textbox. These comments will be added to the learner's transcript.
- 5. Use the **Approve** or **Deny** button beneath the textbox to complete responding to the request.