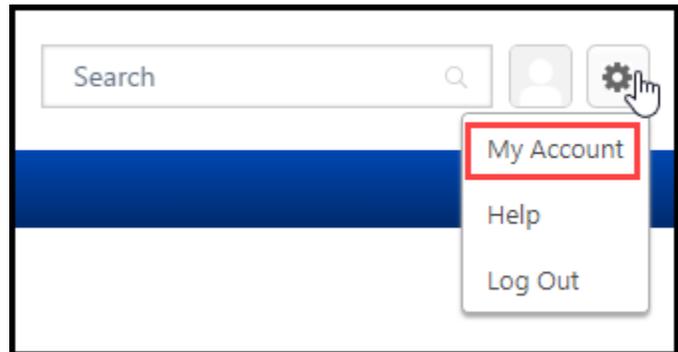




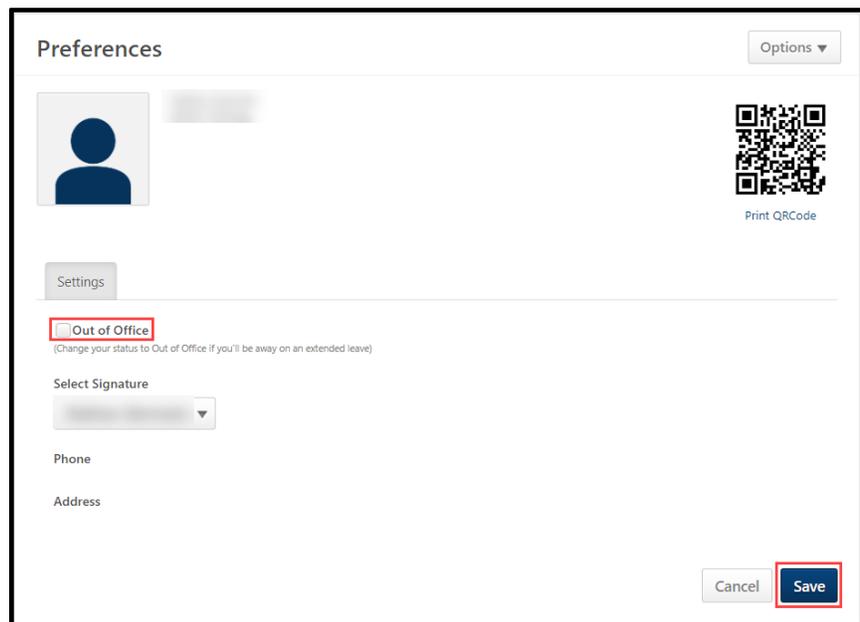
Mark Yourself Out of Office

When you'll be out of office for more than a few days, you must delegate your training approval abilities by marking yourself absent in Cornerstone. This ensures that any training requests that your employees make while you're out are passed up to your supervisor to approve. This is important so that your employees receive approval for their training as soon as possible and don't have to wait until you return.

1. From any page, select the **Basic Settings** (gear) button in the upper right corner (next to the search bar).



2. Select **My Account**.
3. On the My Account Preferences page, check the **Out of Office** checkbox.
4. Select **Save**.



When you're back in the office, make sure to uncheck the **Out of Office** checkbox.