Approve or Deny Subordinate Training Requests

1. Review requests for training by going to your home page in Cornerstone and checking **Your Inbox**, select the **Approve Training link**.

Your Inbox

View Transcript
(**0** approved training selection(s))
(Registered for **0** training selection(s))

Approve training
(Your employees have 1 training request(s) pending approval)

2. The Training Pending Approval screen lists the employee name, training title, and date of training.

Training Pending Approval

🖨 Printable Version 📊 Export to Excel   *(1 Result)*

Requested By		Training	Type	Date	Purpose	Options
Mueller, Jill 📋 OLC Legal Counsel (Division) ATTORNEY (Position)	📅	**Leadership Development - Sample(Starts 2/17/2021)**	Initial	12/30/2020 11:40 AM		✔ ✖

> 💡 Select the **training title link** to review details about the training. Select the **close button** in the details screen to return to the pending requests list.

3. Select the **green check mark** ✔ to approve the training; select the **red "X"** ✖ to deny the request.

4. Select the **Submit button** [Submit] in the next screen to finish the process.