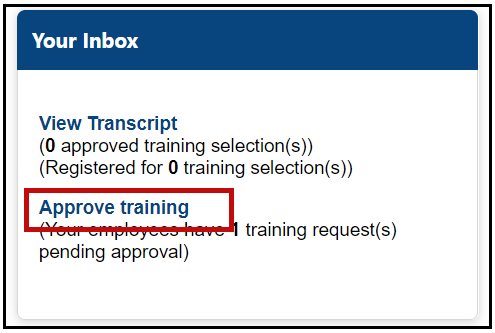
Approve or Deny Subordinate Training Requests

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



2. The Training Pending Approval screen lists the employee 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 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.