Approval workflows determine who approves training that requires registration approval before it can be launched from a user's transcript and the order of those approvals. The default system approval workflow is as follows:

Approver > Cost Center Approver > Manager > Manager's Approver > Manager's Cost Center Approver > Manager's Manager, etc.

If your current system does not have an approver, then the approver is skipped, and it goes to the next person in the chain.

To create a custom **Approval Workflow Template** navigate to:
ADMIN > **TOOLS** > **LEARNING** > **LEARNING PREFERENCES** > **DEFAULT APPROVAL WORKFLOW TEMPLATES**

1

Select **Create New Approval Template**

2

Give the template a **name**

3

Select the **+** next to the Approval Step Number

4

From the dropdown select an **Employee Relationship**, **Users** or **Organizational Units** to fit the Approver role

5

Select the **+** again to create additional approval steps

6

Select **Save**

The newly created Approval Workflow Template can be set to a training using the Approval Workflows tab in the Course Catalog. On the General tab, set the Required Training Approvals to the desired number of approvals necessary.