

Cornerstone LMS Quick Reference Guide

Manager - Approve a Pending Training Request for an Employee

Introduction

This guide outlines the steps a manager will take to approve or deny employee training requests that are pending approval.

- All Instructor Led Training (ILT) CareConnect classes require manager approval.
- Certain Instructor Led Training (ILT) Nursing classes require manager approval.

Support

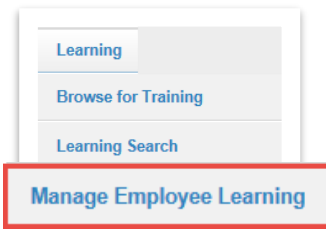
- For CareConnect support, please contact CareConnectTrainingS@mednet.ucla.edu
- For Nursing support, please contact: center@mednet.ucla.edu

1. From the **Welcome** page, refer to the Navigation Bar and go to:

Learning → Manage Employee Learning

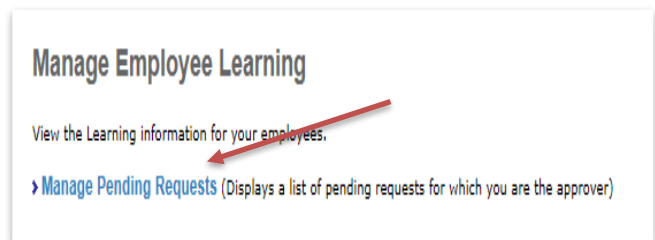


Helpful Hint: **Hover** your cursor over **Learning**, and the **Manage Employee** Link will appear.



2. Click **Manage Pending Requests**

Attention: If your direct subordinates show incorrectly, please contact UCLAhealthHR@mednet.ucla.edu to correct the issue.

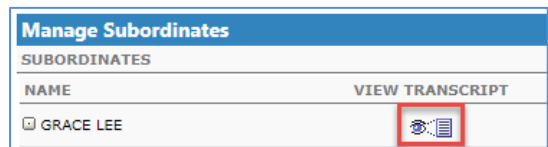


3. Click the **check** to **Approve** or the **X** to **Deny** under **“Options”**

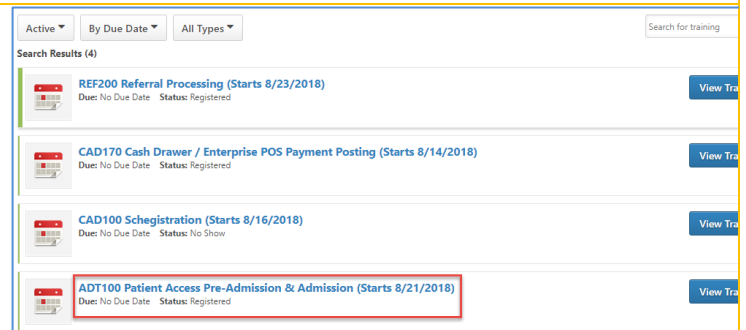
Visually confirm that the approval or denial has been processed correctly. The task should disappear from the queue.




4. You may also confirm the approval or denial by visually locating the employee you just approved or denied training for by clicking **Manage Employee Learning**, and clicking on the **View Transcript** icon next to their name



5. Visually confirm that the training status is approved or denied on his or her transcript.



 **Helpful Hint:** You can also approve training by clicking **Approve training** from your **My Inbox** on the Welcome page.

