

Cornerstone LMS Quick Reference Guide

Request Training Requiring Manager Approval

Introduction

This guide outlines the steps a user will take to request an Instructor Led Training (ILT) session that *does* require manager approval.

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



If your manager does not approve or deny your training request in a timely manner, please reach out to them directly. **If you are unable** to connect with your manager, please do the following:

- For CareConnect class approval, please open a *ServiceNow* ticket.
- For Nursing class approval, please contact: center@mednet.ucla.edu

There are *three* ways (options) a user may **Request** an Instructor Led Training Class in the system.

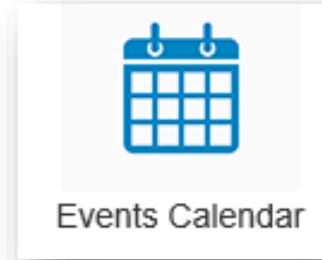
These options include: (1) **The Events Calendar** (2) **The Browse for Training Catalog**, and (3) **The Global Search**. This guide outlines the steps for all three options below.



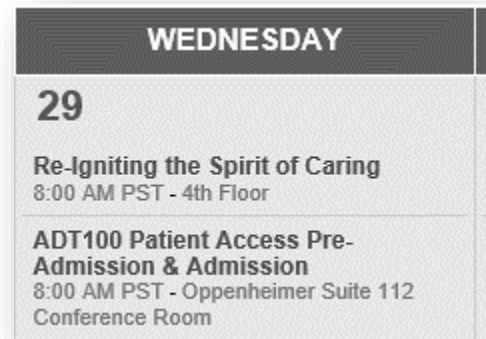
OPTION (1) Enrollment request through the Events Calendar:

You may request class enrollment through the Events Calendar.

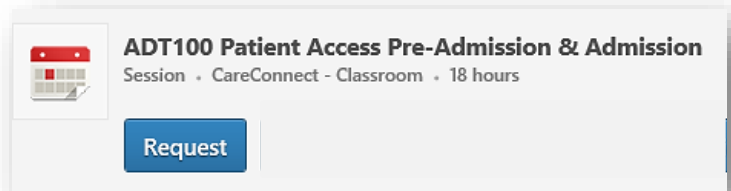
1. From the **Welcome** page, click the **Events Calendar** quick link.



2. Find the **Title** of the event that you would like to enroll in, and click on it.



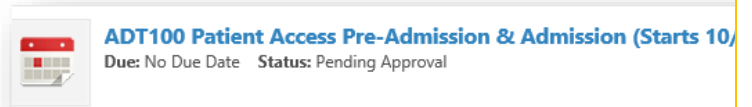
3. Click **Request**.



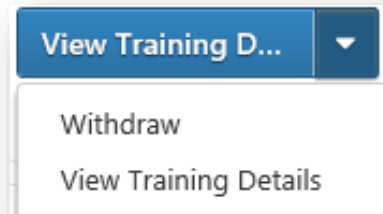
- After you have requested the event, you will be taken to your **transcript**. The transcript status will remain **Pending Approval** until your manager has approved or denied your request.



Helpful Hint: You will receive a notification when your request has been approved or denied.



- If you need to withdraw from the session at any time, click the **dropdown** menu associated with the event/session, and click **Withdraw**.



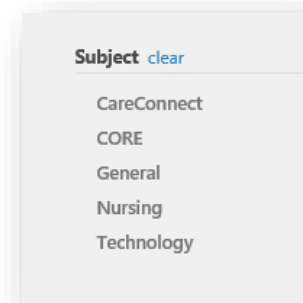
OPTION (2) Register through the Browse for Training Catalog:

The Browse for Training Catalog allows you to browse, all of the events in the catalog, by a particular category.

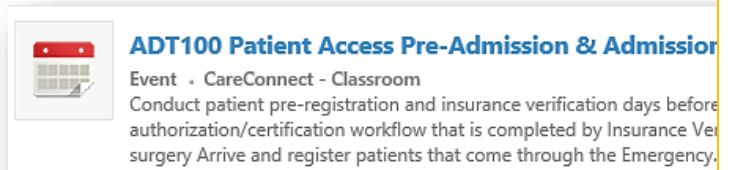
- From the **Welcome** page navigation toolbar, hover over **Learning**, and click **Browse for Training**.



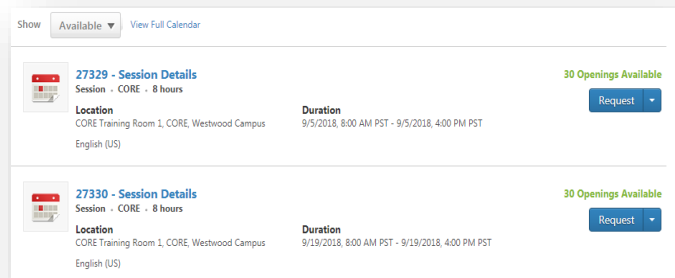
2. Using the left navigation pane, click the appropriate **category link** under the **Subject** menu.



3. Scroll down to the event of choice and click the **Event Title** to view the available session dates.



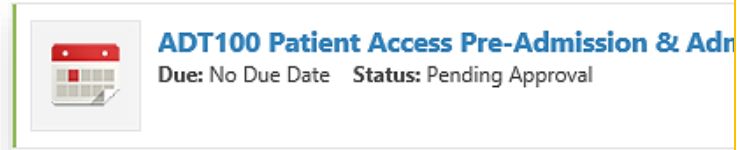
4. Available sessions are listed in ascending order. Choose a session, and click the **Request** button next to the corresponding session.



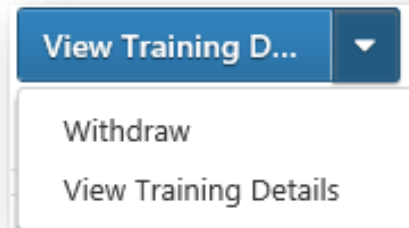
- After you have requested the session, you will be taken to your **transcript**. The transcript status will remain **Pending Approval** until your manager has approved or denied your request.



Helpful Hint: You will receive a notification when your request has been approved or denied



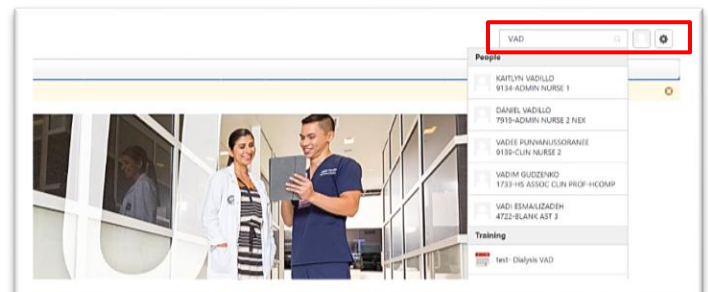
- If you need to withdraw from the session at any time, click the **dropdown** menu associated with the event/session, and click **Withdraw**.



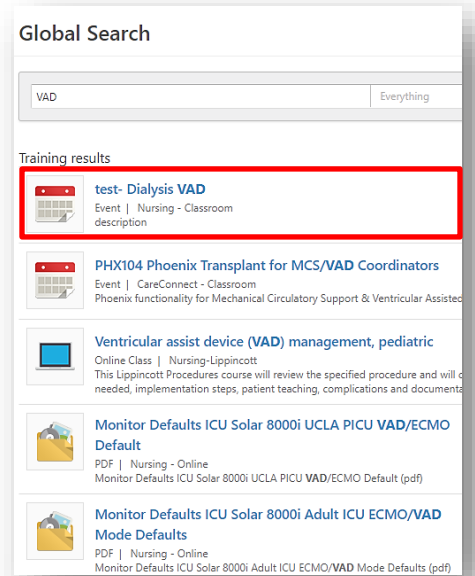
OPTION (3) The Global Search:

In the Global Search Box, you may search for a class/event by title or topic.

- After logging into Cornerstone, in the upper right hand corner use the **Global Search Box** to type in the event name, and click the search icon.



2. Once it appears, select it by clicking the **Event Title**.



3. Available sessions are listed in ascending order. Choose a session, and click the **Request** button next to the corresponding session

Training Details

test- Dialysis VAD
Event - Nursing - Classroom - 1 hour, 30 minutes

description

Sessions Details

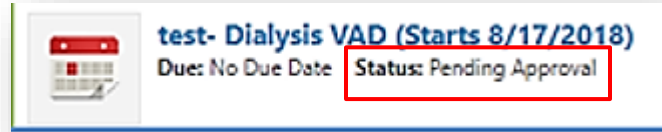
Show Available View Full Calendar

27377 - Session Details Session - Nursing - Classroom - 1 hour	10 Openings Available
Location Suite 720, Bank of America, Westwood Campus English (US)	Duration 8/15/2018, 10:00 AM PST - 8/15/2018, 11:00 AM PST
	Registration Closed
27378 - Session Details Session - Nursing - Classroom - 2 hours, 30 minutes	10 Openings Available
Location Suite 720, Bank of America, Westwood Campus English (US)	Duration 8/17/2018, 8:30 AM PST - 8/17/2018, 11:00 AM PST
	Request

4. After you have requested the session, you will be taken to your **transcript**. The transcript status will remain **Pending Approval** until your manager has approved or denied your request.



Helpful Hint You will receive a notification when your request has been approved or denied.



5. If you need to withdraw from the session at any time, click the **dropdown** menu associated with the event/session, and click **Withdraw**.

