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.
4. 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.

5. 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.

1. 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.
5. 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.

6. 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.

1. 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.
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**.