Cornerstone Training Guide
Manage Training Requests

Introduction
In this scenario, Managers will approve and deny training requests from subordinates.

1. On the Cornerstone Tool Bar, hover your cursor over Learning and from the dropdown menu, click Manage Employee Learning.

2. Click Manage Pending Requests.

3. Click on the √ to Approve or the X to Deny training requests.
Visually confirm the approval or denial has been processed correctly. The task list will be empty.

4. You can also click the Approve training link from My Inbox on the welcome page.