

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**.

Manage Employee Learning

View the Learning information for your employees.

Manage Pending Requests Displays a list of pending requests for which you are the approver)

Manage Subordinates

SUBORDINATES

NAME

ANN DALOS BINDRA

BRIAN CHETTANAPANICH

ARIKA DUCHENE

KATHLEEN FELDMAN

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.

Training Pending Approval

Printable Version Export to Excel

Name: Search

Requested By

FELDMAN, KATHLEEN
2701-RRMC-NRE (Division)
9132-ADMIN NURSE 3 (Position)
JESSICA PHILLIPS (Manager)

Training

Nursing Dept Training- Request Training(Starts 11/22/2018)

Options



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

