

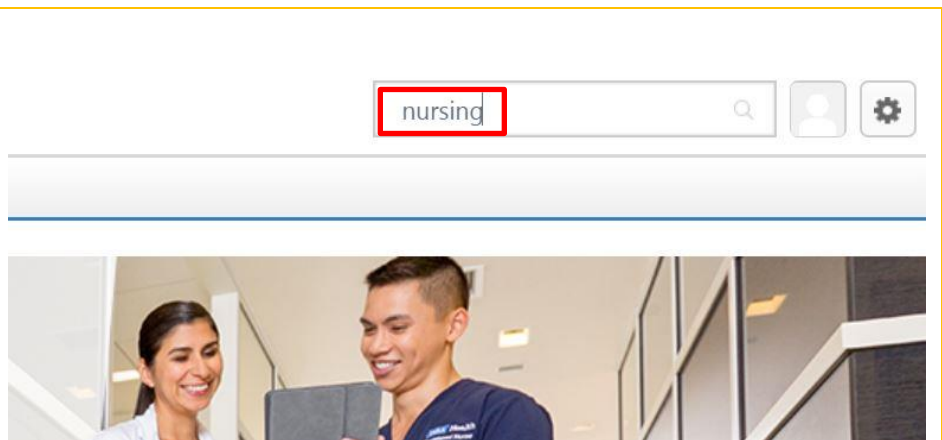
Cornerstone Training Guide

Request Training that Requires Manager Approval

Introduction

In this scenario, learners will request a training that requires manager approval.

1. Use the **Global Search Box** in the upper right-hand corner to search for a course name.






2. Select the course by clicking on the title.

Global Search

nursing

[Refine search](#)

Training results (195)

-  **IPRN305x Student RN**
Event | CareConnect - Classroom | \$0.00
This is a dummy course for **nursing** students who are not trained in the classroom, in c to LMS Request to Schedule a Session If you would like to request that a class/session the Request a Class Form
-  **OBRN305 Postpartum Nurse**
Event | CareConnect - Classroom | \$0.00
Managing the Perinatal unit OB-specific reports Postpartum admission and shift docur tests Blood administration Care Plans and Patient Education Discharging and transferri
Note: This course is specifically for perinatal nurses starting in post partum, including r
-  **Continuous Renal Replacement Therapy (CRRT) Symposium**
Event | **Nursing** - Classroom | \$0.00
This course is an introductory theory class and is designed for critical care nurses who

<p>3. Find the desired Session based on date and location.</p>	<p>including new grad RNs</p> <p style="text-align: right;">Show More</p> <p>Prework 1 Training</p> <hr/> <p>TEST OBRN305 Postpartum Nurse</p> <div style="border: 2px solid red; padding: 5px;"> <p>Upcoming Sessions</p> <p>Date (Ascending) 7 Sessions</p> <hr/> <p>OCT 16 OBRN305:38778</p> <p>Fri, Oct 16, 2020, 8:30 AM - 5:30 PM PDT</p> <p>Register by Fri, Oct 16, 2020, 8:30 AM PDT</p> <p>Remote Training, Satellite</p> <p style="text-align: right;">View Details 5 seats available</p> <p style="text-align: left;">English (US)</p> </div>
<p>4. Click the drop down arrow next to “View Details” then click Request. You will get a notification that the class has been added to your transcript.</p>	<p>Upcoming Sessions</p> <p>Date (Ascending) 7 Sessions</p> <hr/> <p>OCT 16 OBRN305:38778</p> <p>Fri, Oct 16, 2020, 8:30 AM - 5:30 PM PDT</p> <p>Register by Fri, Oct 16, 2020, 8:30 AM PDT</p> <p>Remote Training, Satellite</p> <p style="text-align: right;">View Details 5 seats available</p> <p style="text-align: left;">English (US)</p> <div style="border: 1px solid gray; padding: 5px; position: absolute; top: 10px; right: 10px;"> <p>Request</p> <p>Edit Training</p> <p>View Roster</p> <p>View Details 5 seats available</p> </div>
<p>5. The session is added to your transcript as Pending Approval.</p> <p>Note: The process to request training is the same for ILTs, Online Classes and Curricula.</p>	<p>Transcript: Jennifer Pysz</p> <p>Use the transcript to manage all active and completed training. If you wish to review your completed training, access the completed tab from the drop-down and select "Launch" from the available options next to your training.</p> <p>Active By Due Date All Types Search for training</p> <p>Search Results (1)</p> <div style="border: 1px solid gray; padding: 5px;"> <p>OBRN305 Postpartum Nurse (Starts 10/16/2020)</p> <p>Due: No Due Date Status: Pending Approval Manage</p> </div>