Cornerstone Training Guide
Request Training

Introduction

In this scenario, learners will request a training in Cornerstone.

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.
3. Find the desired **Session** based on date and location.

4. Click **Request**. You will be redirected to your transcript.

5. The session is added to your transcript as either **Registered** or **Pending Approval** (if Manager Approval is required).

   **Note:** The process to request training is the same for ILTs, Online Classes and Curricula.