

Approving/Denying Training Requests

Instruction Guide

**Success Factors
Learning Management System**

OBJECTIVES

This instruction guide will show you:

- An overview of the training registration process
- How to approve training requests
- How to deny training requests

LMS Training Registration Process

The process below takes place **if your employee registers for a training** in the LMS:



STEP 1 | Login to the LMS

To login the LMS:

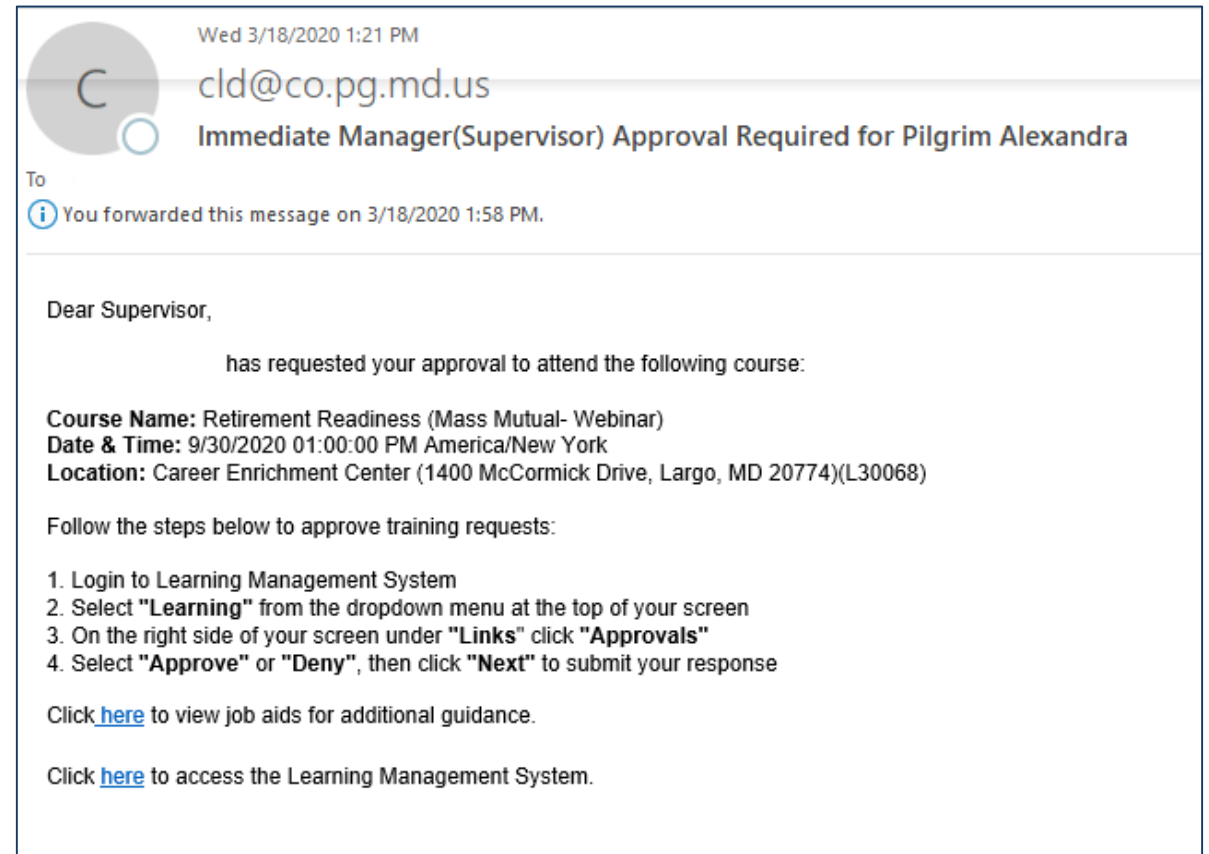
1. Navigate to the [CLD website](#)
2. Click on the tab titled **Learning Management System**
3. Click on [How to Login LMS Instruction Guide](#)

The screenshot shows the LMS website interface. On the left is a navigation menu with the following items: Learning Management System (highlighted with a red box), Learning Partners, Support, and Training Resources. The main content area is titled "Learning Management System" and contains the following text: "Prince George's County Learning Management System (LMS)", "The County's Learning Management System is a unique tool that streamlines the employee learning experience to support the County's priority of professionalizing the workforce. The LMS is used to facilitate the management, delivery, and measurement of employees learning and development activities.", "LMS Access", and "Please click [here](#) to access the Prince George's County Learning Management System." Below this text are three tabs: "Employee Guidance" (highlighted with a red box), "Manager Guidance", and "Instructor Guidance". Further down, there is a section titled "How to Login the LMS" with two links: "Instruction Guide" and "Instruction Video" (both highlighted with red boxes).

Please Note: Use Internet Explorer browser to access the LMS

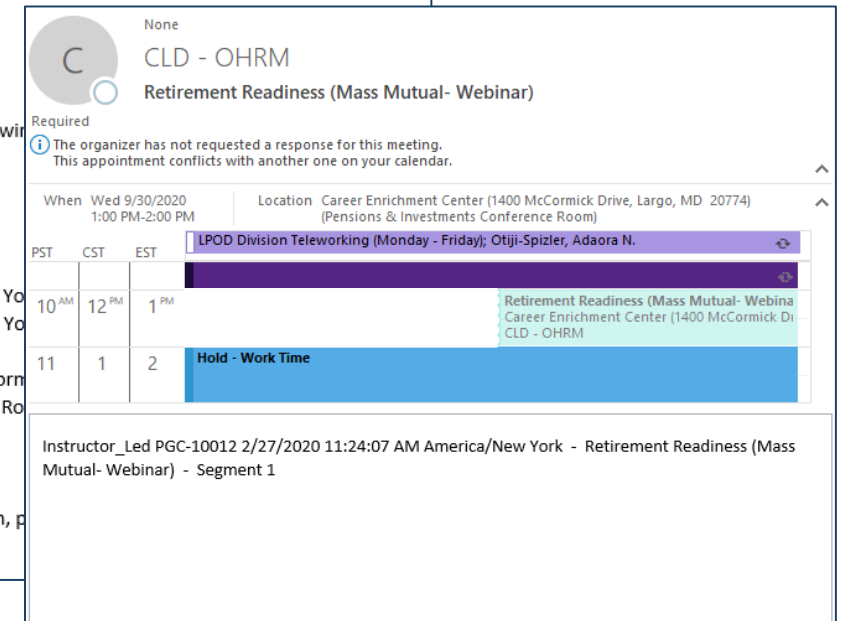
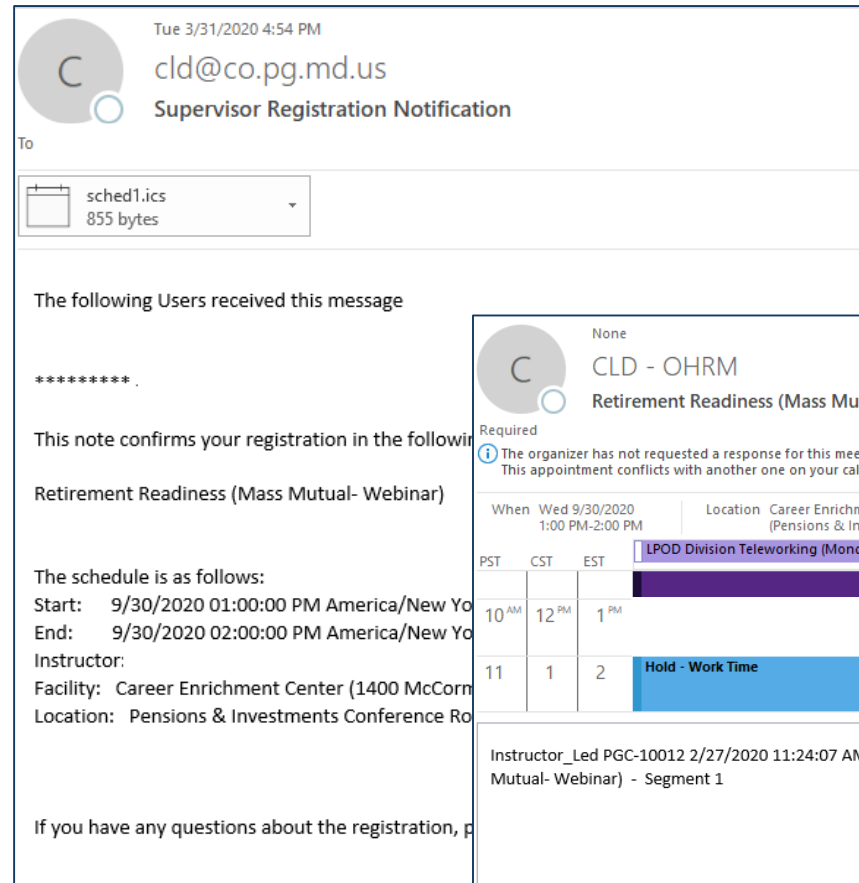
STEP 2 | Supervisor Approval Training Email

- As the supervisor you will receive an email (from CLD@co.pg.md.us) to approve a training request from LMS
- Please keep in mind training requests can only be approved **in the LMS**
- You must login to the LMS to review and approve/deny the training



STEP 3 | Supervisor Registration Notification Email

- After you have approved your employee's training request, you will receive a registration notification email from CLD@co.pg.md.us
- A calendar invitation attached with the email **will be added to your calendar as a tentative appointment** if you click on it
- **Calendar appointment will not include the employee registered for the training,** however you can edit the appointment to include additional information about the training



STEP 4 | Navigate to My Learning

- Once you've logged into the LMS click on the drop-down menu and select **Learning** to navigate to the **My Learning homepage**
- Navigate to the **Links** tile and select **Approvals**

The screenshot displays the LMS interface. At the top, a navigation bar includes a home icon, a dropdown menu labeled 'Learning' (highlighted in red), and a search icon. Below this, a 'My Learning' tile is highlighted in red. The main content area is titled 'My Learning Assignments' and features a search bar with the placeholder 'Course name or ID', a 'Select All' button, and a filter dropdown. The assignments are categorized into 'OVERDUE' and 'DUE ANYTIME'. The 'OVERDUE' section lists three courses: 'Information Technology Security Awareness Course' (93 days overdue, required, with a 'CONTINUE COURSE' button), 'Employee Ethics Training: Requirements for all employees, elected and appointed officials' (51 days overdue, required, assigned by Pavan Abraham), and 'Mandatory Ethics Training 2018' (31 days overdue, required, with a 'START COURSE' button). On the right side, there is a 'Find Learning' section with a search bar and a 'Go' button. Below it is a 'Learning History' section with 'View All' and 'Add' buttons, and a message stating 'No history records were added in last 30 days.' A 'Links' tile is highlighted in red, containing a list of navigation options: 'My QuickGuides', 'Collections', 'Accomplishments', 'Accessing LMS', 'Add to Learning Hist...', 'Approvals' (highlighted in red), 'External Learning R...', 'Google Test', 'My Orders', 'News', 'Options and Settings', 'PGC ESS Home Page', 'Reports', 'SkillSoft', and 'Training Planner'.

STEP 5 | Approving or Denying Training Requests

To approve or deny training requests for one of your employees:

1. Click on **“Approvals”** in the **Links** menu
2. Select **“Approve”** or **“Deny”** for the training requests listed in your queue and click **“Next”**
3. Provide a reason for the approval or denial
4. Click **“Confirm”** to finalize and you will receive a confirmation window

The screenshots illustrate the following steps:

- Step 1:** A sidebar menu with 'Approvals' highlighted in red and labeled with a '1'.
- Step 2:** A 'Pending Approvals' screen with a table listing a request for 'Smith, John' for 'Stay Alert! Drive Defensively'. The 'Action' column shows 'Approve', 'Deny', and 'Skip' buttons, with 'Approve' highlighted in red and labeled with a '2'. A 'Next' button is also visible.
- Step 3:** An 'Approval Reasons' form with a text input field labeled 'Approval Reason (optional)' and 'Enter reason here', highlighted in red and labeled with a '3'. 'Previous' and 'Next' buttons are also present.
- Step 4:** A 'Confirm' screen with a table showing the request details. A 'Confirm' button is highlighted in red and labeled with a '4'.

Questions?

Please contact the OHRM Center for Learning and Development team for questions or support accessing the SuccessFactors LMS.

The CLD team will respond within three (3) working days.



Email

CLD@co.pg.md.us