

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

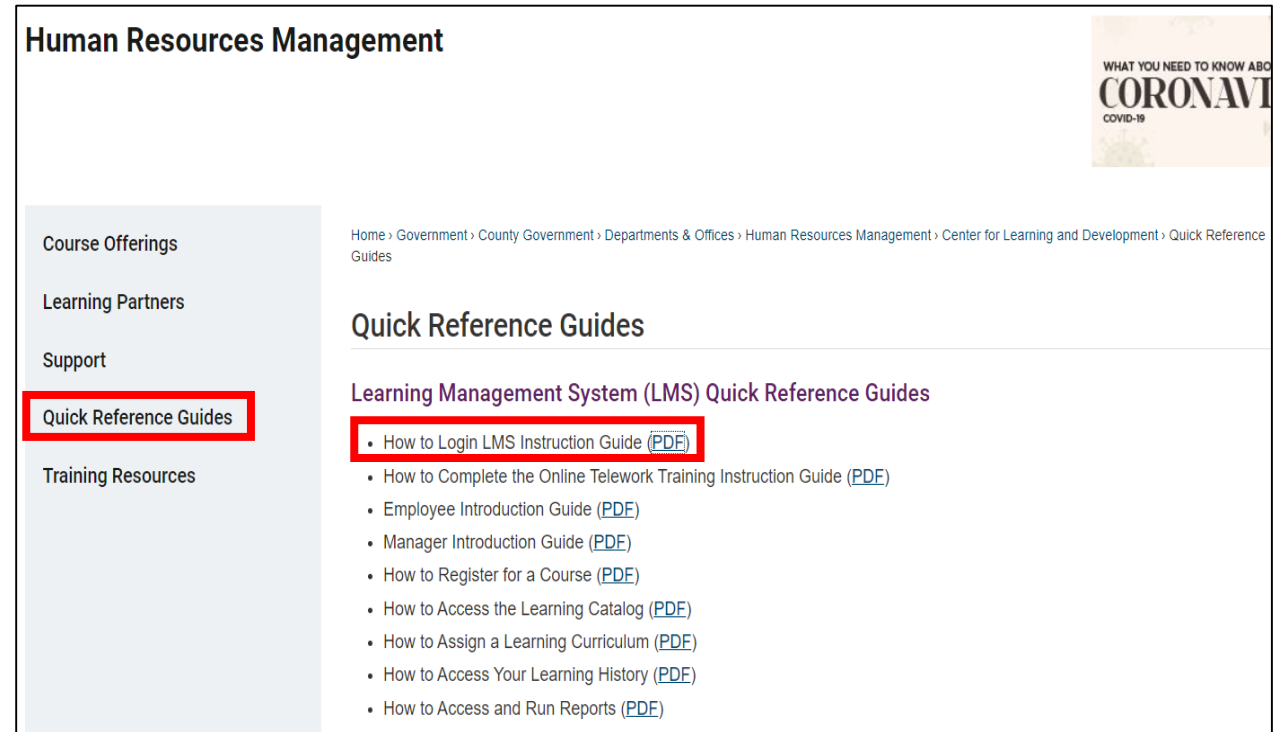
The process below takes place **if your employee registers for a training** in the LMS:



STEP 1 | Login to the LMS

To login the LMS:

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

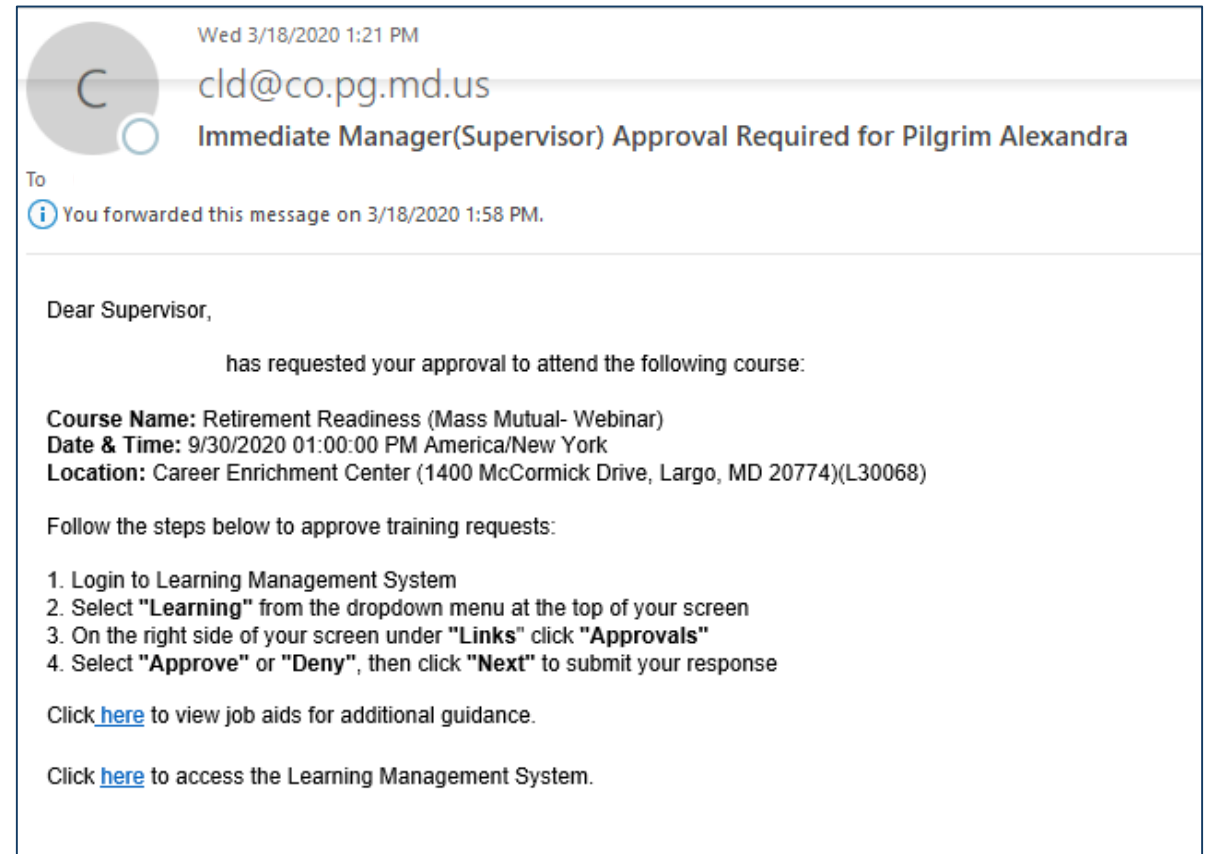


The screenshot displays the 'Human Resources Management' website. At the top right, there is a banner for 'CORONAVIRUS COVID-19'. Below the banner, a breadcrumb trail reads: 'Home > Government > County Government > Departments & Offices > Human Resources Management > Center for Learning and Development > Quick Reference Guides'. On the left side, a navigation menu lists 'Course Offerings', 'Learning Partners', 'Support', 'Quick Reference Guides' (highlighted with a red box), and 'Training Resources'. The main content area is titled 'Quick Reference Guides' and contains a sub-section 'Learning Management System (LMS) Quick Reference Guides'. This sub-section lists several guides, with the first one, 'How to Login LMS Instruction Guide (PDF)', highlighted with a red box.

Please Note: Use Internet Explorer browser to access the LMS

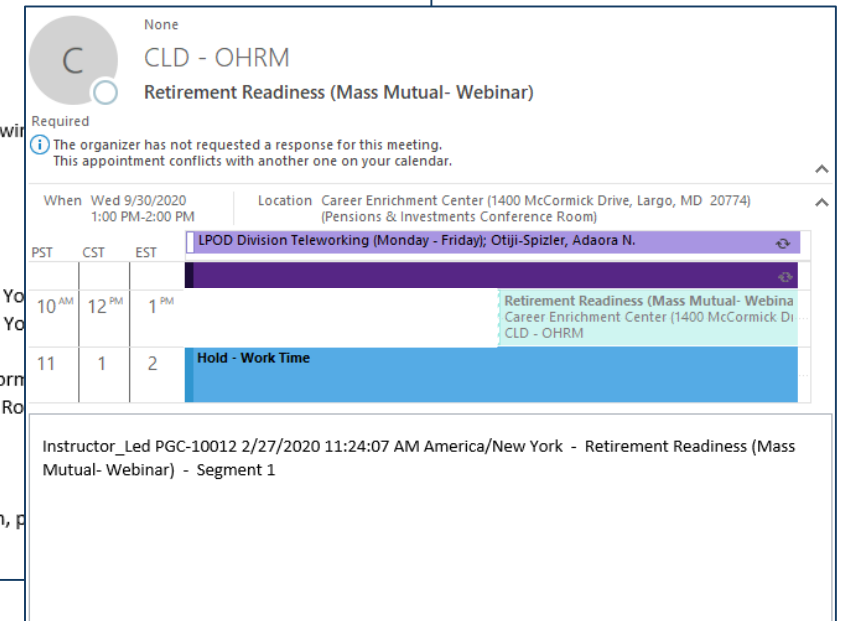
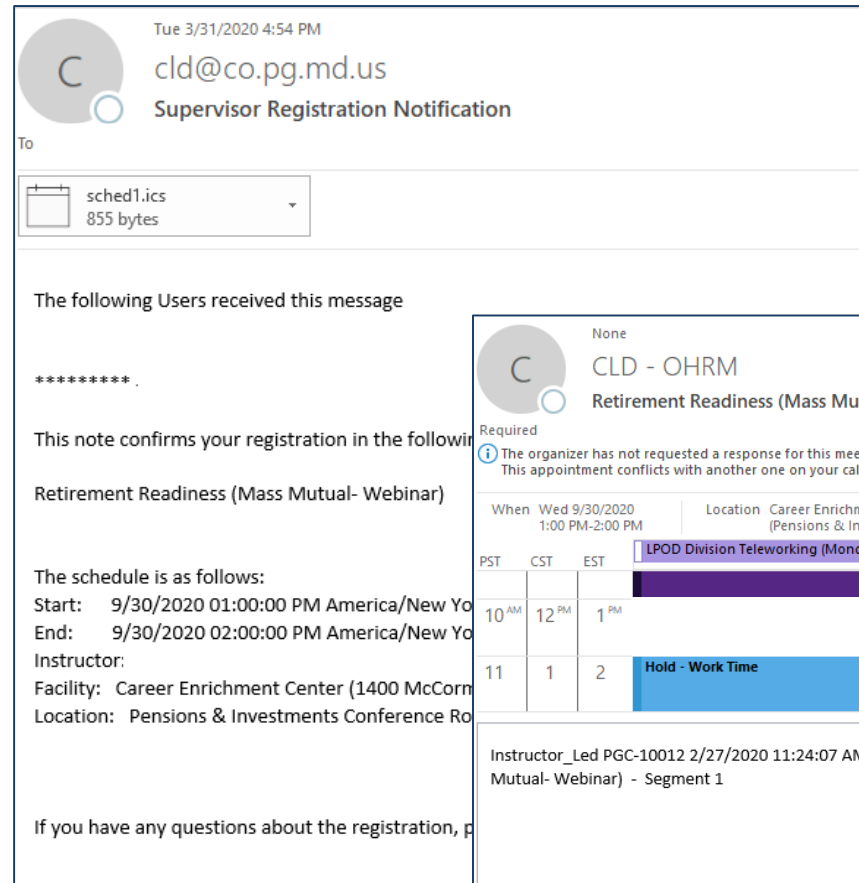
STEP 2 | Supervisor Approval Training Email

- 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



Missing Info

AP – missing slide on what to click on to get to Learning section and then to navigate to links to approve team training (5/19/20)

STEP 4 | Approving Training Requests

To approve training requests for one of your employees:

1. Click **“Approvals”** in the Supervisor links menu on the “My Employees” home page
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 first screenshot shows the 'Supervisor Links' menu with 'Approvals' highlighted by a red box and a '1'. The second screenshot shows the 'Pending Approvals' page with a table of requests. The 'Approve' button for the first request is highlighted by a red box and a '2'. The third screenshot shows the 'Approval Reasons' form with a text input field for the reason, highlighted by a red box and a '3'. The fourth screenshot shows the 'Confirm' step with the 'Confirm' button highlighted by a red box and a '4'.

Supervisor Links

- Assign/Remove Learning
- Register/Withdraw Employees
- Approvals 1**
- Dashboard
- Reports

Pending Approvals

Internal Training (1)

Enter Reasons for Approvals or Denials

User Name	Title	Price	Type	Action [Approve All/Deny All]
Smith, John	Stay Alert! Drive Defensively	0.00 US Dollar (USD)	Registration	<input type="radio"/> Approve <input type="radio"/> Deny <input type="radio"/> Skip

Approval Reasons

User Name and Schedule

Pilgrim, Alexandra

Smith, John

Stay Alert! Drive Defensively

Approval Reason (optional)

Enter reason here

Pending Approvals

Approve or Deny → Approval Reasons → Confirm

Approve

User Name	Title	Price	Cancellation Policy
Smith, John	Stay Alert! Drive Defensively	0.00 US Dollar (USD)	

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