

Cornerstone Training Guide

Manage Training Requests

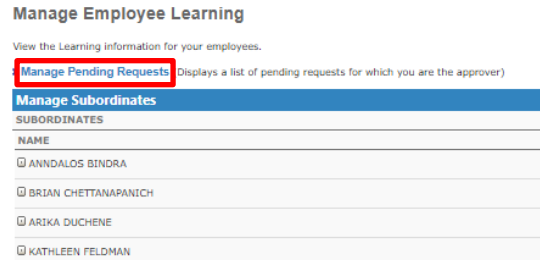
Introduction

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**.

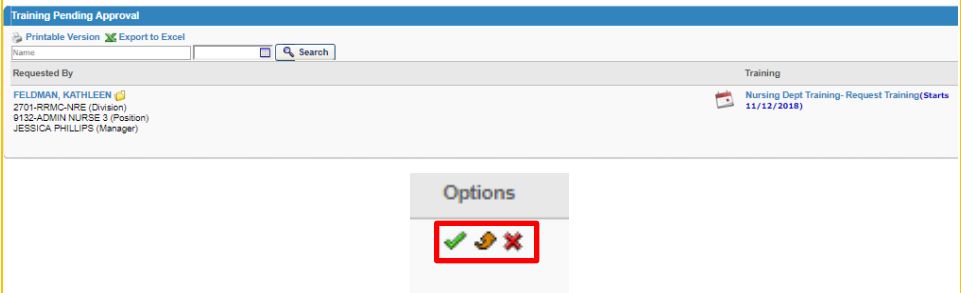


2. Click **Manage Pending Requests**.



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.



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

