

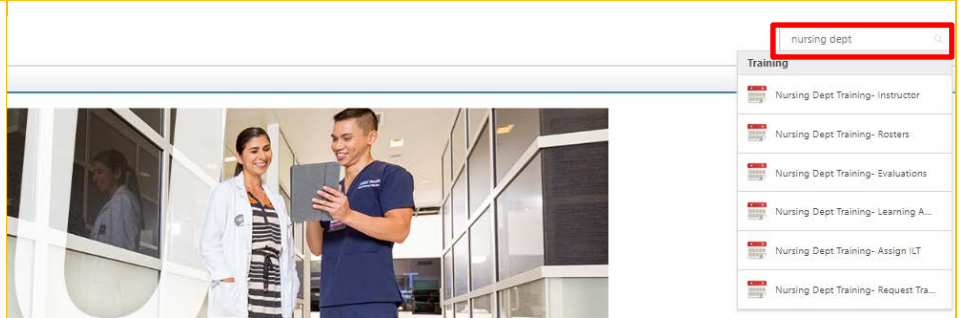
# Cornerstone Training Guide

## Request Training that Requires Manager Approval

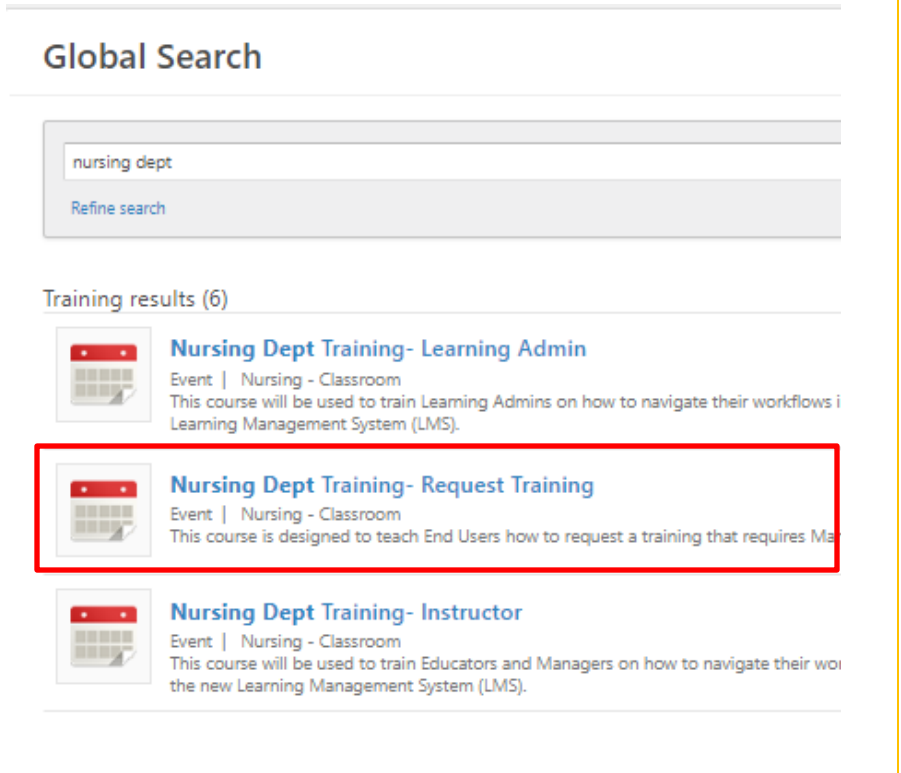
### Introduction

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.



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

Sessions Details

Show Available View Full Calendar

**27586 - Monday November 12, 2018** 171 Openings Available

Session - Nursing - Classroom - 2 hours, 15 minutes

**Location**  
Tamkin Auditorium (B130), Ronald Reagan UCLA Medical Center, Westwood Campus

**Duration**  
11/12/2018, 8:30 AM PST - 11/12/2018, 10:45 AM PST

English (US)

Request

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

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Request

5. The session is added to your transcript as **Pending Approval**.

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

### Transcript: KATHLEEN FELDMAN

Use the transcript to manage all active and completed training. If you wish to review your completed options next to your training.

**52.75 HRS**  
AGGREGATE TRAINING COMPLETED

FISCAL YEAR ENDING **6/30/2019**

COST **\$0.00**

Active By Date Added Session

Search Results (8)

**Nursing Dept Training- Request Training (Starts 11/12/2018)**  
Due: No Due Date **Status: Pending Approval**