

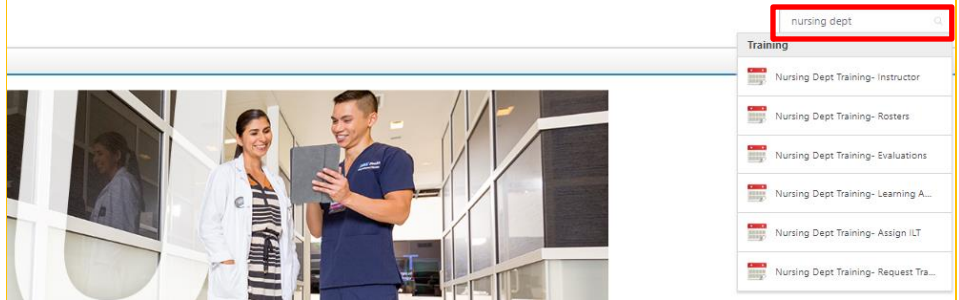
# Cornerstone Training Guide

## Request Training that Requires Manager Approval

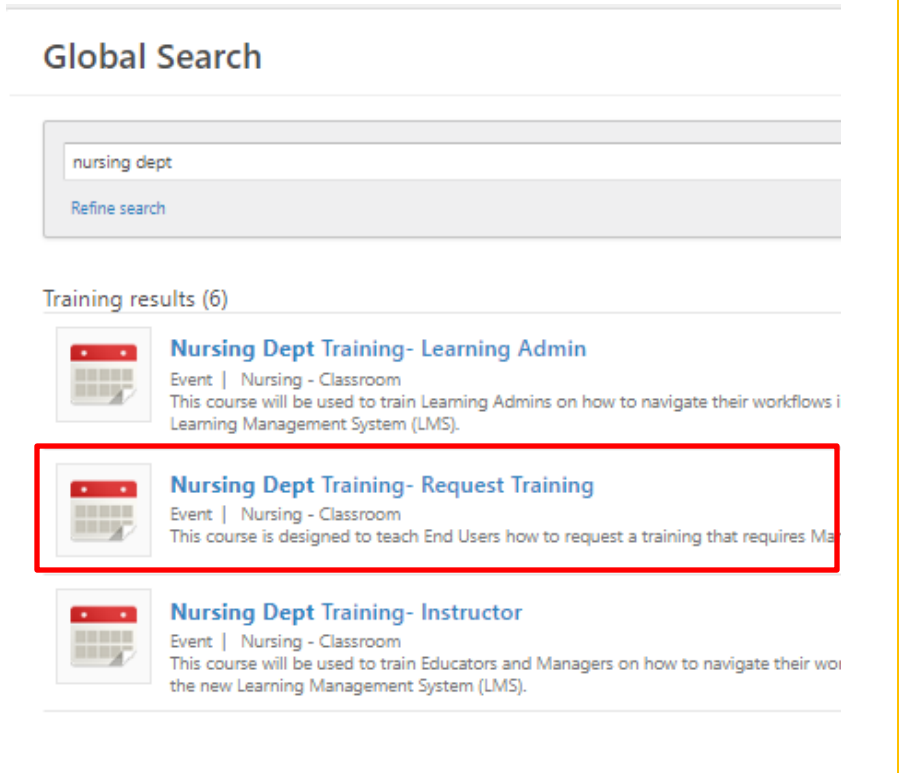
### Introduction

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.

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

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.

Note: Managers who request training will not require approval. Once the training has been requested, it will appear on the transcript as **“Registered”**.