

# Managers: Approve or Reject an Employee's Training Requests

## 1 Log in to MySCLearning

- Using Google Chrome, log in to SCEIS Central. For detailed steps, see "Log in to MySCLearning."
- Click the *My Talent* tile.

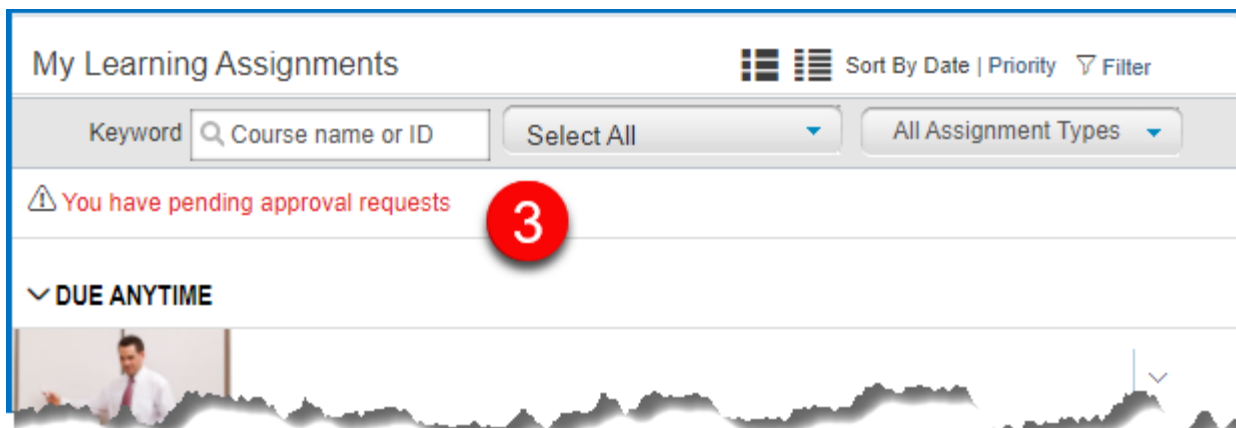
## 2 Open MySCLearning

Click the *MySCLearning* tile.



## 3 Open pending approval requests

In My Learning Assignments, click the red notice, "You have pending approval requests."



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## 4 Review employee requests for training

The Pending Approvals window displays.

- a) In the Action column, select a radio button to *Approve* or *Deny* a training request.
  - a. Do you have multiple requests? You can select *Skip* to handle requests individually.
- b) Click *Next*.

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### Pending Approvals

Internal Training (1)

Enter Reasons for Approvals or Denials  All  Direct Reports Only

User Name ▲	Title	Price	Type	Action [Approve All/Deny All]
SMART, SUSIE S	SCEIS MySCLearning Basic Management (LMS100)		Registration	<input type="radio"/> Approve <input type="radio"/> Deny <input checked="" type="radio"/> Skip

External Training (0)

## 5 Provide feedback.

- a) If desired, type in a reason for approving or denying the employee's training request.
- b) Click *Next*.

Pending Approvals Help

Approve or Deny → Approval Reasons

Enter a reason for approving your employee's training request below.

#### Approval Reasons

User Name and Schedule	Approval Reason (optional)
MATA, BATAVIA L SCEIS Report Center for MySCLearning (RPC100)	

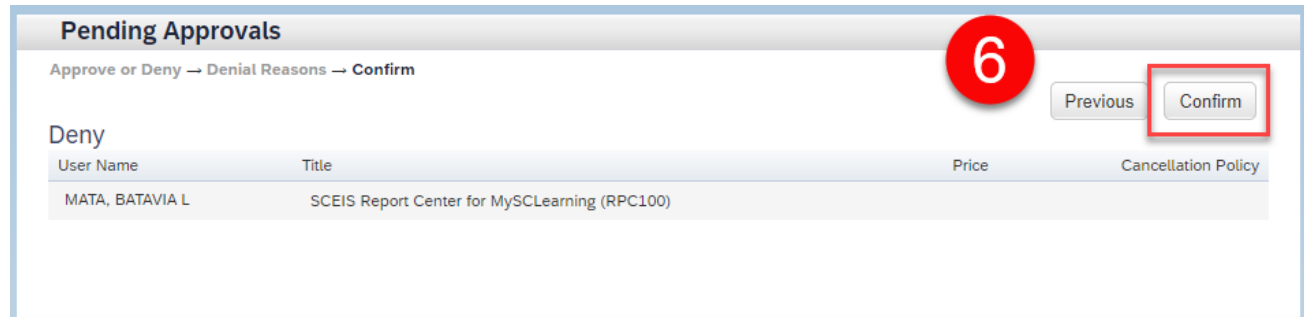
#### Denial Reasons

User Name and Schedule	Denial Reason (optional)
MATA, BATAVIA L SCEIS MySCLearning Basic Management (LMS100)	Employee does not need this course.

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## 6 Confirm your decision.

Click the Confirm button.



**Pending Approvals**

Approve or Deny → Denial Reasons → **Confirm**

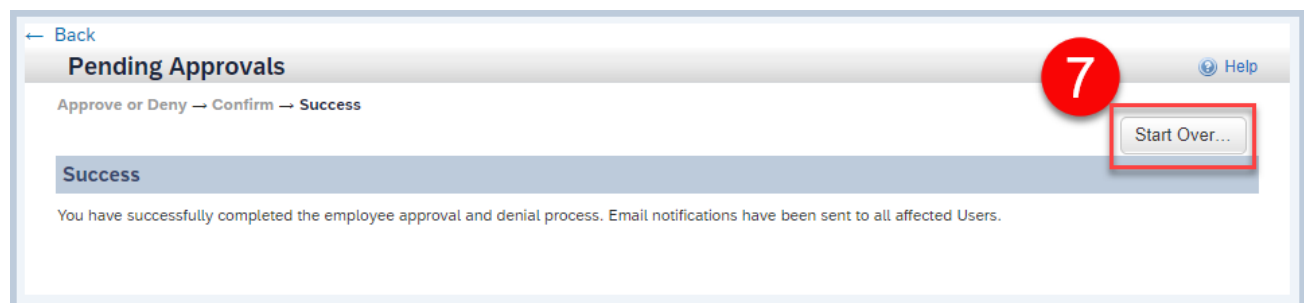
Deny

User Name	Title	Price	Cancellation Policy
MATA, BATAVIA L	SCEIS Report Center for MySCLearning (RPC100)		

Previous **Confirm**

## 7 Continue or finish reviewing requests

Click *Start Over* to return to the requests list.



← Back **Pending Approvals** Help

Approve or Deny → Confirm → **Success**

**Success**

You have successfully completed the employee approval and denial process. Email notifications have been sent to all affected Users.

**Start Over...**

Find more tip sheets at [MySCLearning Tools](#).