Managers: Approve or Reject an Employee’s Training Requests

1 Log in to MySCLearning
   a) Using Google Chrome, log in to SCEIS Central. For detailed steps, see “Log in to MySCLearning.”
   b) 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.”
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.

Provide feedback.

a) If desired, type in a reason for approving or denying the employee’s training request.
   b) Click Next.
Confirm your decision.
Click the Confirm button.

Continue or finish reviewing requests
Click Start Over to return to the requests list.