

## How to Approve Training:

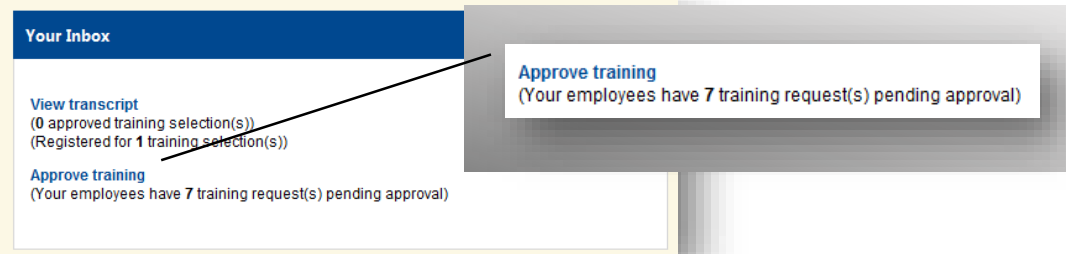

(Manager Role)

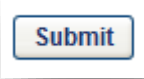
### Introduction

Managers have a role in the Learning system to identify training that has been designated for a user to complete and are responsible for approving training requests which require approval. This job aid covers how to approve training for the user.

### How to Approve Training

#### Step by Step:

Step:	Action:
1	Log on to the CNM Talent Management System via <i>myCNM</i> portal.
2	<p>On the front Welcome page, scroll down to Your Inbox. Then select Approve Training.</p> 
3	<p>The View Pending Requests screen opens with a Training Pending Approval tab. From here you can go directly to the each request and approve/deny/defer the request.</p> 

4	<p>The Approve/Defer/Deny Request page opens. Comments can be entered in the Comments box but are not required. Comments display in the Approval History section on the Training Details page of the user's transcript.</p> <p>(Defer is defined as the request being sent to the next level of approver. Currently our approval chain will only require one level of approval, this option will not be used. Additionally, Employee pays by credit card will not be an active field at this time.)</p> <p><b>Please note:</b> If for any reason the manager decides to deny a training request. All comments typed in the comments box will be delivered directly to the person that requested the training.</p>
5	<p>On the user's transcript, the status that displays is dependent upon the option the manager chooses from the Option column.</p>
6	<p>After the selection of approve/deny is selected, click submit button to complete task.</p> 
7	<p>To confirm the approval/denial, the manager can check the Transcript page for the users on the Manage Employee Learning tab. To learn more about this process, refer to Manage Employee Learning job aid.</p>

If you have questions regarding Training, contact the Employee Training at 224-4600 or by e-mail at [Employeeetraining@cnm.edu](mailto:Employeeetraining@cnm.edu).