**Training Module – Approving a Training Request**

As a line manager it will be necessary to approve requests for some training courses – not all courses require approval and so after making the request an employee will automatically be enrolled on a course.

To approve a request you should log into the HR system and Navigate to the “Approvals” tab on the left hand side of the screen. Once this screen loads you will see the “Other Approvals” section, this is where you will find all training request approvals.



You should click on this and wait for the pop up window to appear.



Within this screen you have the option of viewing the details of the course by clicking on the  icon. Alternatively you can approve or reject the request by selecting the  icon. This icon will again change the screen and the Approve/Reject options will become available.



You should select the correct radio button, enter your comments and press submit to process the request.