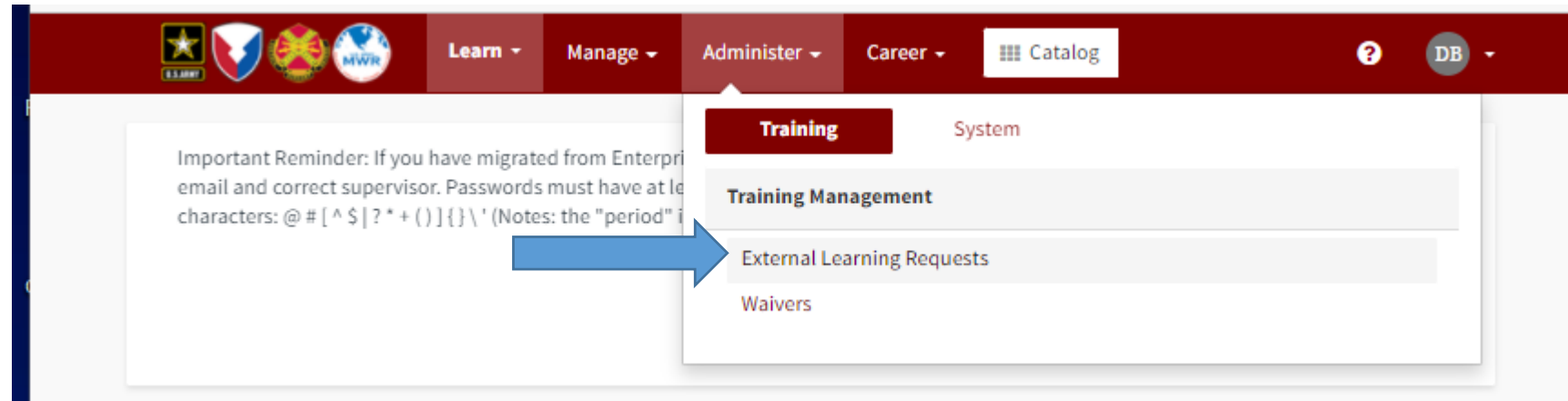


How to Approve External Learning Requests



[Learn](#)[Manage](#)[Administer](#)[Career](#)[Catalog](#)[DB](#)[Administer](#) / [Training](#) / [Training Management](#) / [External Learning Requests](#)

External Learning Requests

Use the Search Content tab to search for external learning items and take action on requests for the items. Use the Search Users tab to search for users and take action on requests for the items.

[Search Users](#) | [Search Content](#)

Enter search criteria and click Search to find users who have submitted external learning requests. Then you can take action on requests or view the history of requests.

Last Name

First Name

Action

Pending ▼

Requests

My Team ▼

Search

