How to Approve External Learning Requests

Learn -	Manage 🛨	Administer 🗸	Career - 🔛 Catalog	? DB -
Important Reminder: If you have migrate	d from Enterpri	Training	System	
email and correct supervisor. Passwords characters: @ # [^ \$? * + ()] { } \ ' (Notes		I alling management		
		External Learning Requests		
Waivers				



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	