# Approving Training: A Quick Reference for Supervisors

When an employee has a pending training request, the supervisor (as listed in Beacon) will receive an email notification. To approve the training request, the supervisor will access the Learning Management System (LMS) by clicking the **LEARNING** tab in Beacon.

1. Once in the LMS, click on **MY TEAMS**

2. In the **MY TEAMS** area, any pending requests will automatically open in the **ACTION ITEMS** screen.

3. To review the training request, click the **APPROVE/DENY** link.
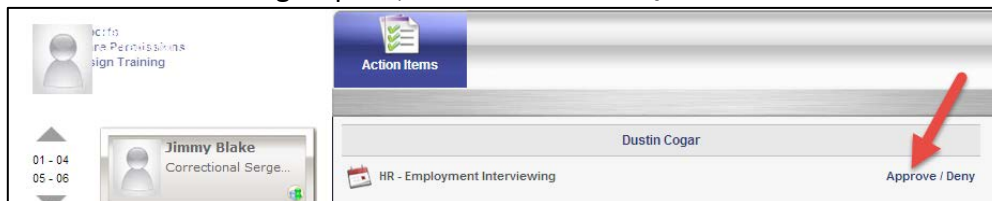
4. Review the details of the training by clicking the **VIEW DETAILS** link

5. Review details of the training, noting the description, date, time, and location. Careful attention should be paid to the description of the training to determine if the training is appropriate. The location of the training should also be reviewed carefully to comply with travel restrictions. The supervisor should confer with any necessary additional approvers (facility heads, training coordinators) before proceeding.

6. Click the **APPROVE/DEFER/DENY** link to return to the approval screen.

7. Select the appropriate response and click **SUBMIT**.

Notes:

The supervisor in the LMS feeds from Beacon data. If it isn't correct in Beacon, it will not be correct in the LMS.

Pending training requests can also be viewed from the **REPORTS** tab, and selecting **PENDING TRAINING REQUESTS**.

Support:

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