

# Approving Training: A Quick Reference for Supervisors

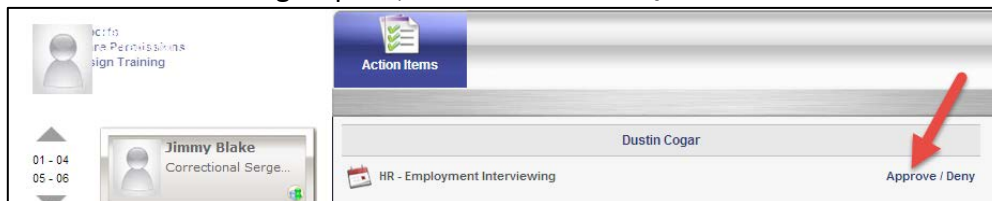
When an employee has a pending training request, the supervisor (as listed in Beacon) will receive an email notification. To approve the training request, the supervisor will access the Learning Management System (LMS) by clicking the **LEARNING** tab in Beacon.

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.

**Training Details**

**Provider:** Public Safety  
**Duration:** 4 Hours 0 Min

**Description:**  
The purpose of this course is to provide NCDPS employees designated to participate in employment interviews with appropriate laws & federal acts regarding the hiring process, legal interviews & skills needed to make the interview effective.  
Once you have been registered for this session, you **MUST** print your materials and complete a pre-work assignment **BEFORE** coming to the session.  
To access the materials and pre-work, in the LMS, click **MY TRAINING AND TRANSCRIPT**  
In the **OPTIONS** column of Employment Interviewing, select **MANAGE**  
Scroll down to the Pre-Work section and select **ACTIVATE**  
You will then be able to click **LAUNCH** to be directed to the pre-work and participant materials. You should print this material and complete the pre-work.  
After completing and printing the materials, you should select **MARK COMPLETE**

**Locator Number:** 28208  
**Subjects:** Human Resources

**Instructor Evaluator (Enter User Staff ID):**  
**Other Instructor:**  
**Price:** \$0.00  
**Training Contact:** Kay Fowler KAY.FOWLER@NCDPS.GOV  
(Tel) 910-944-4735  
(Fax) 910-947-1714

**Refunds:**  
**Penalty for Withdrawal:**  
**Penalty for No Show:**  
**Registration Deadline:** 7/22/2014 8:30 AM EST  
**Schedule:**

Day	Part Name	Description	Starts	Ends	Add to Calendar	Training Hours	Instructor	Location
Tuesday	1	Employment Interviewing	7/22/2014 8:30 AM EST	7/22/2014 12:30 PM EST	Add to Calendar	4 Hour(s) 0 Minute(s)	Kay Fowler (Primary)	OSDT - Piedmont Triad Region (157-A Dublin Square Rd. Asheboro, NC 27203) > DPS - Office of Staff Development & Training - Administration & Locations > Public Safety (DPS) <a href="#">view map</a>

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



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

A screenshot of the 'Approve / Defer / Deny Request' form. The form title is 'Approve / Defer / Deny Request'. Below the title is the text 'HR - Employment Interviewing'. The session information is 'Session | \$0.00 | Initial Request | 5/20/2014 4:39 AM'. There is a link 'View Details'. The 'Select action:' section has three radio buttons: 'Approve', 'Defer', and 'Deny'. A red arrow points to the 'Approve' radio button. Below the radio buttons is a text area with the label 'Please enter any additional comments:'. At the bottom of the form are two buttons: 'Cancel' and 'Submit'. A red arrow points to the 'Submit' button.

### **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:**

Email: [DPS\\_LMSHelp@ncdps.gov](mailto:DPS_LMSHelp@ncdps.gov)

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