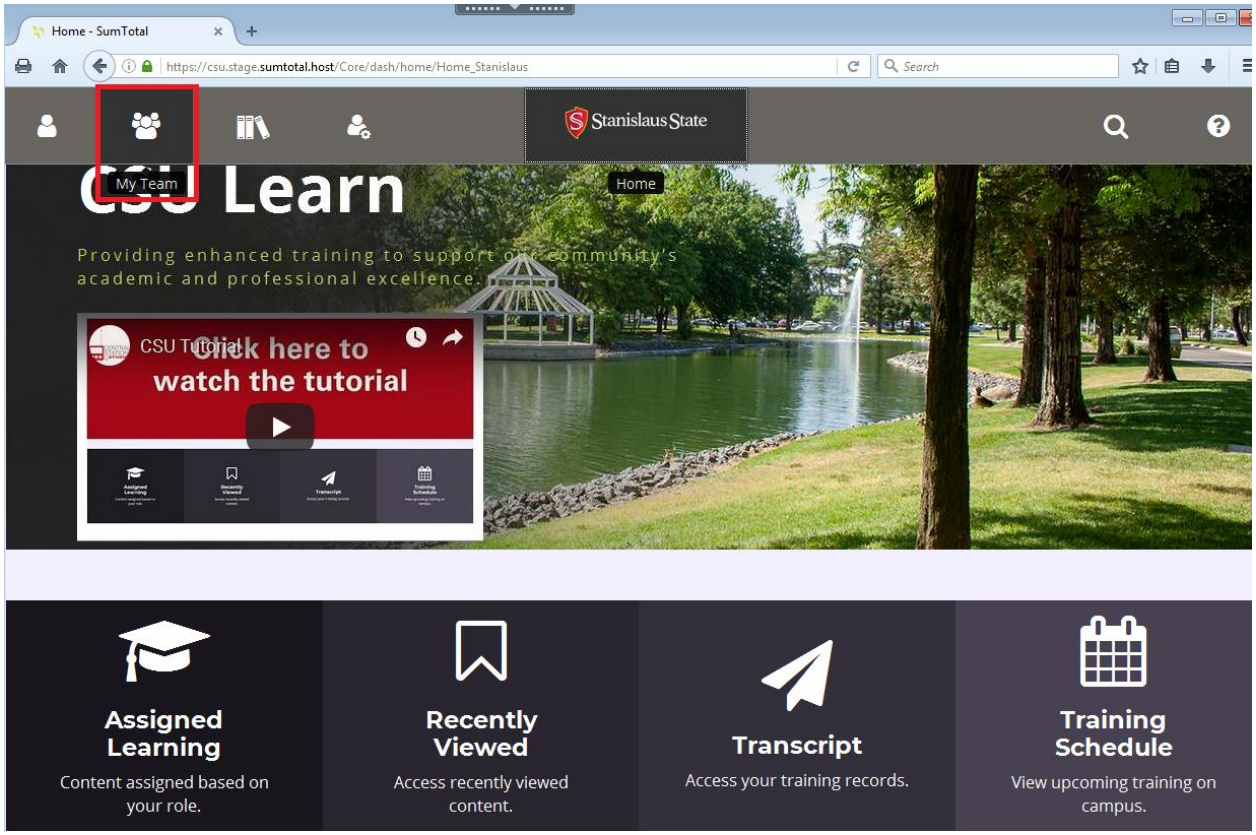
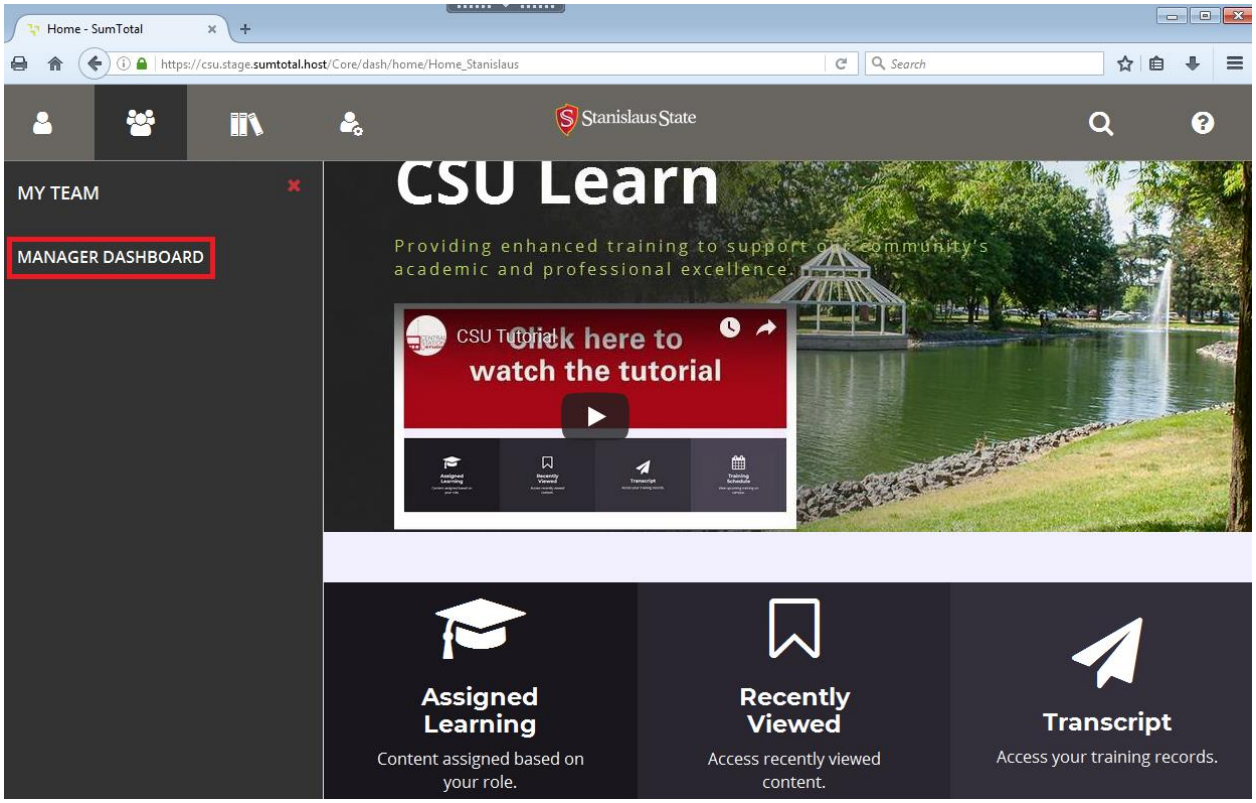
Approving Your Direct Reports' Training Requests

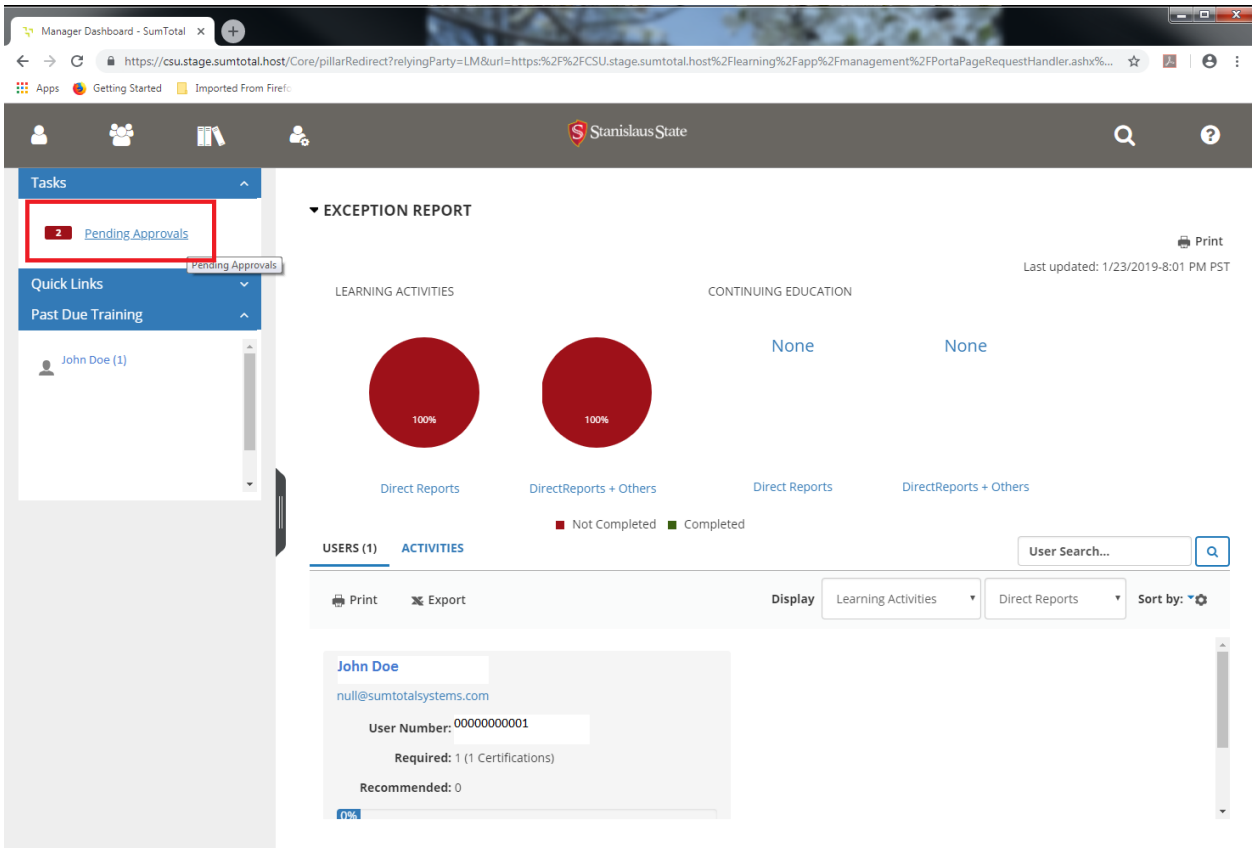
1. **Once you log into CSU Learn, click on the "MY TEAM" icon in the top left corner:**



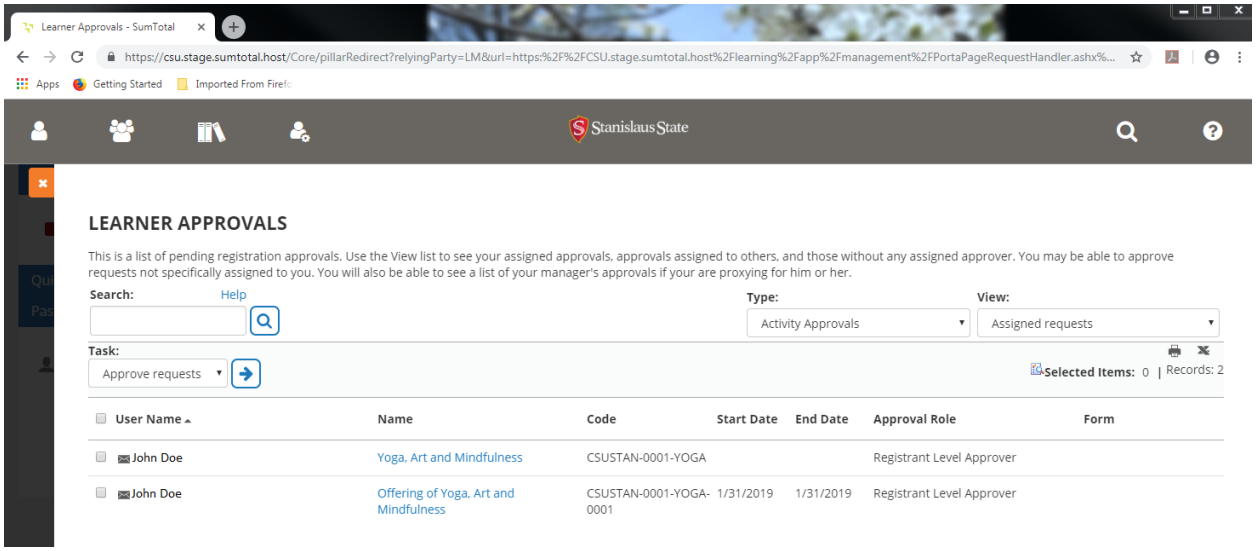
2. **Click on "MANAGER DASHBOARD."**



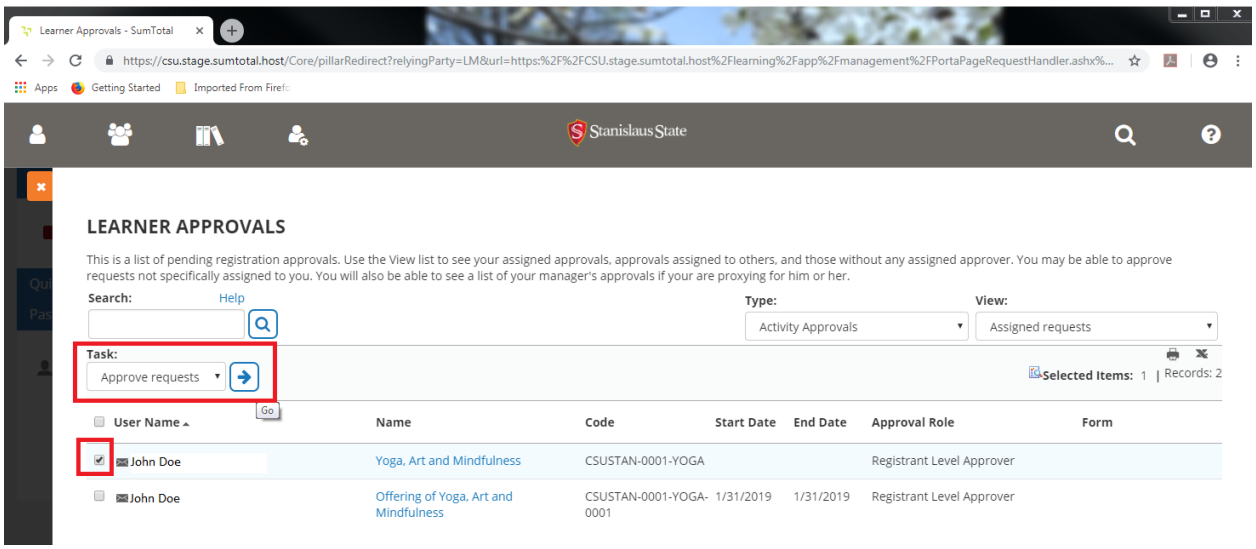
3. **Any of your direct reports' training requests appear under "Tasks." Click on PENDING APPROVALS.**



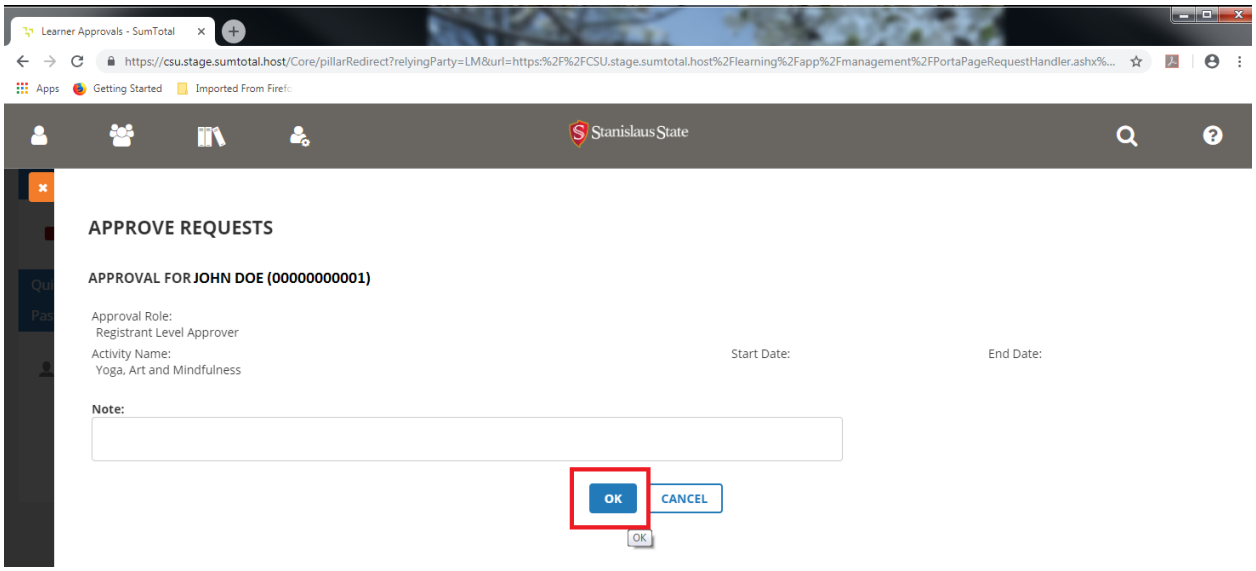
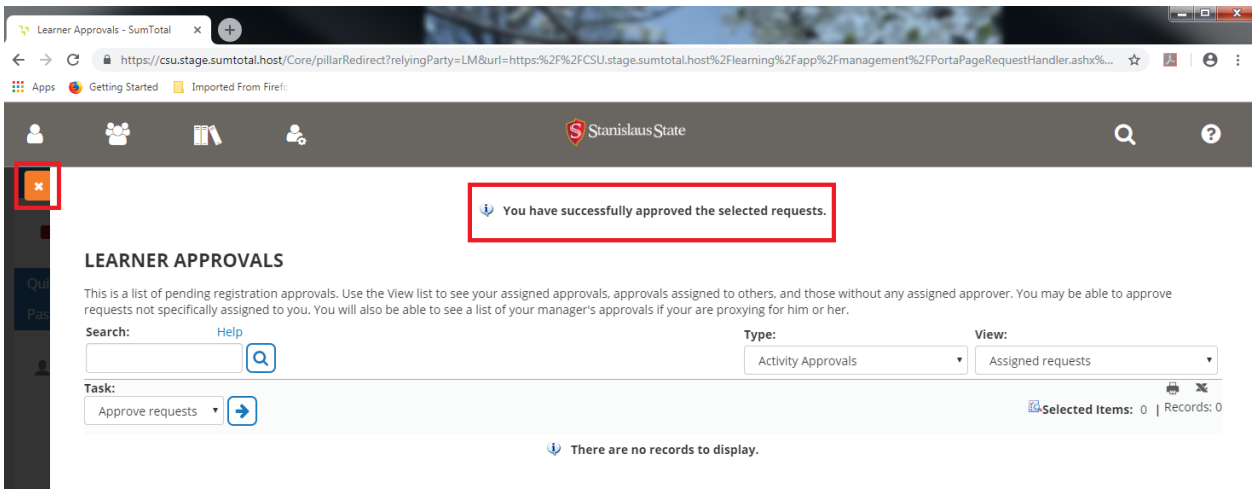
4. **You will see a list of pending training approvals.**



5. **Click on the box next to your direct report's name to review the training request. Under "Task," click the arrow to APPROVE REQUESTS.**



6. **Click OK to approve the request.**



7. **The system will confirm that you successfully approved the request(s). Click on the orange "X" tab to return to the Manager Dashboard.**