Manager Approval/Denial Job Aid

When your employee registers for a course, the HR EDGE registration system will send you an automated email with instructions to approve or deny their registration. Please use the instructions below to navigate the approval process.

1. Follow the hyperlink in the email to navigate to the HR EDGE registration system.

Manager Action Items:

- Please Approve or Deny your Employee for Registration:
  Follow this link to approve/deny employee registration:
  https://webapps2.uc.edu/CE/HRTraining

2. In the HR EDGE registration system select “Log In” on the top right of the screen.

3. Log in using your University Central Login Account.

   If this is your first time logging into the HR EDGE registration system you will be required to confirm that the information in your profile is correct before you can proceed to the approval/denial process.

4. Select the “Manager Tab” from the black menu bar at the top of HR EDGE. A menu will display all of your employees’ requests for approval. Click the Approve or Deny button. You may view description of the course by clicking the course title hyperlink.

   If the Course has a material fee you will need to enter your department’s [NIU] number (budget code) before the “Approve” button will be selectable.

In order to best support your employees that are interested in furthering their career goals through the attendance of these workshops, we have provided a useful Discussion Planner that is available on the Learning & Leadership Development Center's website.