Managers will receive an email notification whenever a direct report registers for a class. Registration will remain pending until Manager approval is received. See below for instructions on how to approve or deny.

1. Select [follow this link] in the approval email to review the participant application. Pay attention to the field [This course has a fee of...] for associated costs.

2. The employee registration form your employee has already filled out will appear.

3. When the registration form appears, please pay attention to the following fields: [Class Title], [Class Cost], [Class Start Date/Time], [Class Location], and [Class Description].

4. Continue to confirm the information presented on the registration form: [Name], [Manager’s Name], [Manager’s Email] and [Certify].
   • Be advised that the [Certify] field indicates that the employee has received pre-authorization from you to attend this training course. If you have not authorized this training, you will have the opportunity to deny it below.

5. If there is a cost associated then the [Budget #] box will appear. Enter your department’s budget number to approve the cost that will be charged to your unit. After you have entered this information and press [Tab] on your keyboard, the [Approve] button will become active.
   • If there was not a cost associated with the course, then only the Approve or Decline buttons will appear.

6. After you have Approved or Declined the request, you will get an informational message from the system that confirms your choice. Your employee will receive an automated response about your decision and will be instructed to speak with you if the registration was declined.