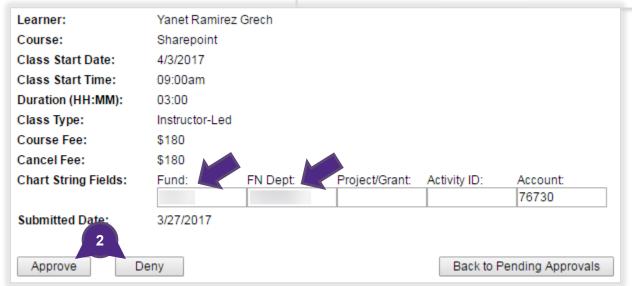# Approve or Deny Learning Requests

Manager's Job Aid

When an employee registers for a course that has a fee or in-person attendance, you get an email from myHRLearn@northwestern.edu.

Inside the email is a link to myHR Learn where you see **Approvals for My Team** on the Home page.

1. Click a request.
   - The detail page appears (below).
   - If there is a fee for which the employee provided a chart string, you can verify or edit the chart string.
   - Employees who do not know the chart string are advised to leave the number signs (#) in place. Provide the chart string (below).

2. Click **Approve** or **Deny**.

3. Click OK to confirm and to validate the chart string, if applicable.
4. A confirmation appears when the process is successful, click OK. You are returned to portlet.

There may be a momentary wait for Approvals for My Team to repopulate.