

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.

- 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).
- Click **Approve** or **Deny**.

Approvals for My Team

LEARNER	COURSE	START	TYPE
Joanna Mika	Coaching for Development	4/18/2017	Instructor-Led
Joanna Mika	Proofread Like a Pro	4/17/2017	Instructor-Led
Joanna Mika	Writing for the Web: Introduction	4/19/2017	Instructor-Led
Yanet Ramirez Grech	Sharepoint	4/3/2017	Instructor-Led
Yanet Ramirez	Writing Difficult	5/1/2017	Instructor-Led

Learner: Yanet Ramirez Grech
Course: Sharepoint
Class Start Date: 4/3/2017
Class Start Time: 09:00am
Duration (HH:MM): 03:00
Class Type: Instructor-Led
Course Fee: \$180
Cancel Fee: \$180
Chart String Fields: Fund: FN Dept: Project/Grant: Activity ID: Account: 76730
Submitted Date: 3/27/2017

- Click OK to confirm and to validate the chart string, if applicable.
- 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.