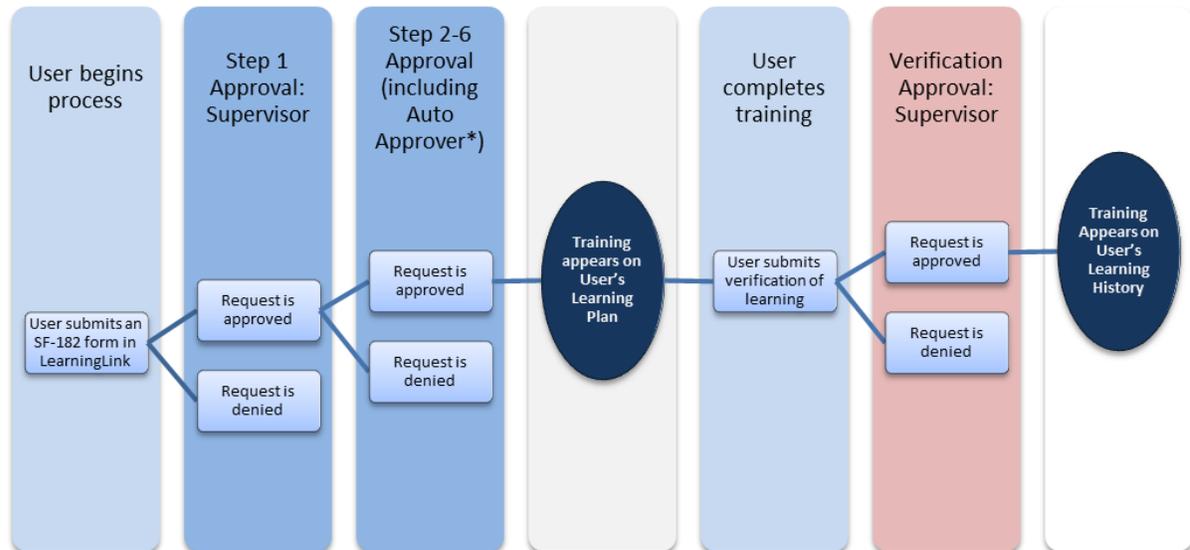


Approval Process for Verifying Learning (Approvers)



***Note:** Supervisor Approval is routed to the direct supervisor.

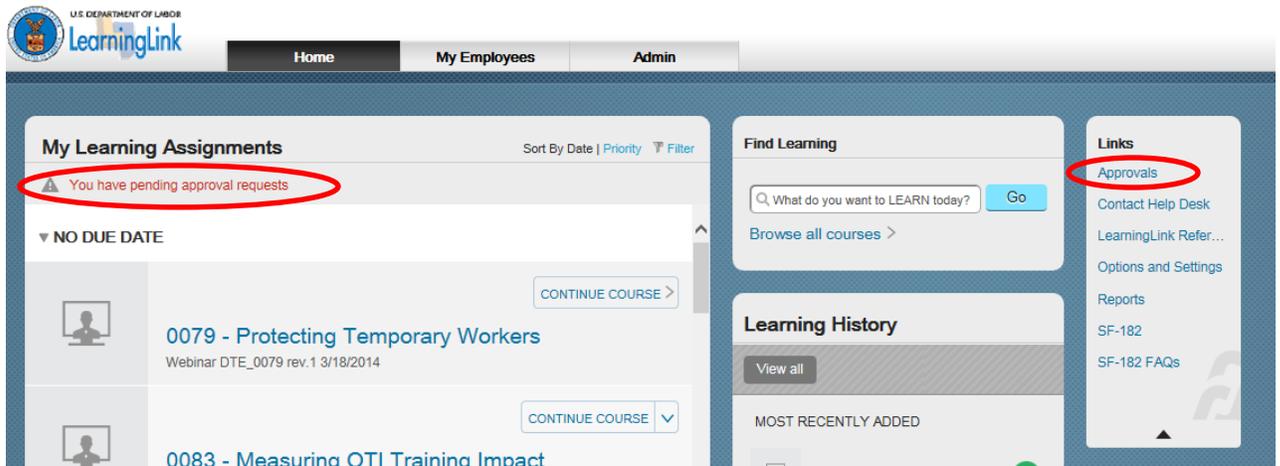
The number of approval steps may vary based on your agency's approval policy, with up to six levels of approval possible. If all six levels are not utilized by your agency, your request will automatically be approved in the system, and you will be notified that your request has been approved by LearningLink's Auto Approver.

Prior to submitting the SF-182 form, employees will be asked to certify the following:

- He/she has informally discussed this training with his/her supervisor and received informal approval
- He/she agrees to complete the training if it is approved
- He/she agrees to continue serving in the Department for at least three times the number of hours spent in training for any single training over 80 hours or \$1,500 per DPR 410

Approval Process for Verifying Learning

1. You will receive a notification email informing you that you have a verification request pending. You will also notice a box on your homepage informing you that there's a request. Select the 'Approvals' link on your LearningLink homepage. This can be found under Links.



The screenshot displays the LearningLink homepage interface. At the top, there is a navigation bar with 'Home', 'My Employees', and 'Admin' tabs. The main content area is divided into several sections:

- My Learning Assignments:** This section features a notification banner that reads "You have pending approval requests", which is circled in red. Below this, there is a list of assignments, including "0079 - Protecting Temporary Workers" and "0083 - Measuring OTI Training Impact", each with a "CONTINUE COURSE" button.
- Find Learning:** A search bar with the placeholder text "What do you want to LEARN today?" and a "Go" button. Below the search bar is a "Browse all courses" link.
- Learning History:** A section with a "View all" button and a "MOST RECENTLY ADDED" heading.
- Links:** A vertical menu on the right side of the page containing several links. The "Approvals" link is circled in red. Other links include "Contact Help Desk", "LearningLink Refer...", "Options and Settings", "Reports", "SF-182", and "SF-182 FAQs".

2. You will be directed to the Pending Reviews and Approvals page, where you can Approve, Deny, or Skip a request. Select an ‘External Verification Request’ and click ‘Next.’

Pending Reviews and Approvals Help

This view shows you all of the review and approval actions you have been asked to perform. It is divided into two primary sections: reviews and approvals for performance management Activities, such as competency assessments (only if available); and approvals for training requests. You may switch between sections by clicking on the appropriate section header. Within each section you will find a list of specific reviews or approvals you are being asked to perform, categorized by action type.

Performance Management (0) Training (7)

Training

Internal Training (1)

Enter Reasons for Approvals or Denials All Direct Reports Only Next

User Name ▲	Title	Price	Type	Action [Approve All/Deny All]
▶OIG, User	OIG Pilot Test Approval		ENROLLMENT	<input type="radio"/> Approve <input type="radio"/> Deny <input checked="" type="radio"/> Skip

External Training (6)

Enter Reasons for Approvals or Denials All Direct Reports Only Next

User Name ▲	Title	Price	Type	Action [Approve All/Deny All]
▶OIG, User	OIG Pilot Test 15	500.00	EXTERNAL LEARNING REQUEST	<input type="radio"/> Approve <input type="radio"/> Deny <input checked="" type="radio"/> Skip
▶OIG, User	OIG Pilot Test 14	500.00	EXTERNAL LEARNING REQUEST	<input type="radio"/> Approve <input type="radio"/> Deny <input checked="" type="radio"/> Skip
▶OIG, User	OIG Pilot Test 3	500.00	EXTERNAL VERIFICATION REQUEST	<input checked="" type="radio"/> Approve <input type="radio"/> Deny <input type="radio"/> Skip
▶OIG, User	OIG Pilot Test 12	500.00	EXTERNAL LEARNING REQUEST	<input type="radio"/> Approve <input type="radio"/> Deny <input checked="" type="radio"/> Skip
▶OIG, User	OIG Pilot Test 11	500.00	EXTERNAL LEARNING REQUEST	<input type="radio"/> Approve <input type="radio"/> Deny <input checked="" type="radio"/> Skip
▶OIG, User	OIG Pilot Test 13	500.00	EXTERNAL LEARNING REQUEST	<input type="radio"/> Approve <input type="radio"/> Deny <input checked="" type="radio"/> Skip

Records per Page: 10 (6 total records)

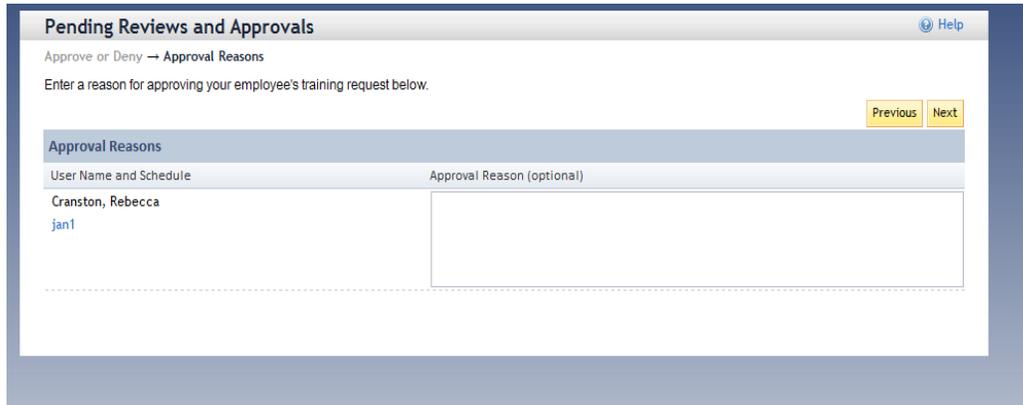
E-Signature Verification (0)

All Direct Reports Only

Note: The function of the “Skip” button is to allow an approver to wait to address some requests *if there are multiple requests*.

- All requests must have either “Approve”, “Deny”, or “Skip” selected.
- To address some requests later, select “Skip” for those.

3. You have the option to add comments on the Pending Reviews and Approvals page. Click 'Next.'



Pending Reviews and Approvals Help

Approve or Deny → Approval Reasons

Enter a reason for approving your employee's training request below.

Previous Next

Approval Reasons	
User Name and Schedule	Approval Reason (optional)
Cranston, Rebecca jan1	

4. Review the course and the price and click 'Confirm.'



Pending Reviews and Approvals Help

Approve or Deny → Approval Reasons → Confirm

Previous Confirm

Approve		
User Name	Title	Price
Cranston, Rebecca	jan1	0.00

5. You will receive an email notification informing you of your employee's registration.