

Step 1: Go to your inbox and select "Approve training"

**My Inbox**

[View transcript](#)  
(0 approved training selection(s))  
(Registered for 1 training selection(s))

**Approve training**  
(Your employees have 10 training request(s) pending approval)






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Step 2: Approve or deny, add comment

Training Pending Approval

Printable Version Export to Excel (10 Results)

Name  Search

Requested By	Training	Type	Date	Purpose	Options
 <a href="#">Click folder for details</a> Rieg, Kristen Science Math & Engineering Division (Primary Position) Mathematics (Primary Department) Merced Campus (Primary Location) Douglas Kain (Manager)	 Creating Material for Math 26	Completion	12/8/2020 11:23 AM		 
Rieg, Kristen Science Math & Engineering Divisio (Primary Division) Professor of Mathematics (Primary Position) Mathematics (Primary Department) Merced Campus (Primary Location) Douglas Kain (Manager)	 Creating Material for Math 26	Completion	12/13/2020 9:00 AM		