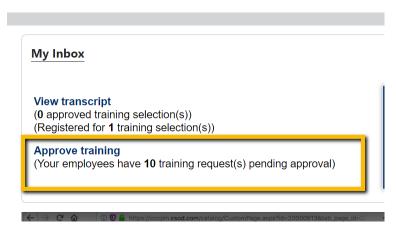Step 1: Go to your inbox and select "Approve training"

Step 2: Approve or deny, add comment