Staff Learning Portal
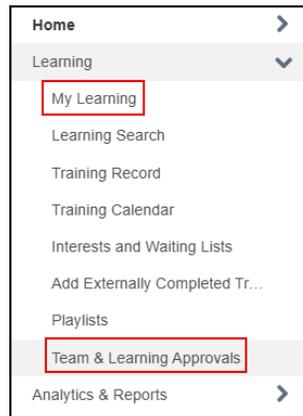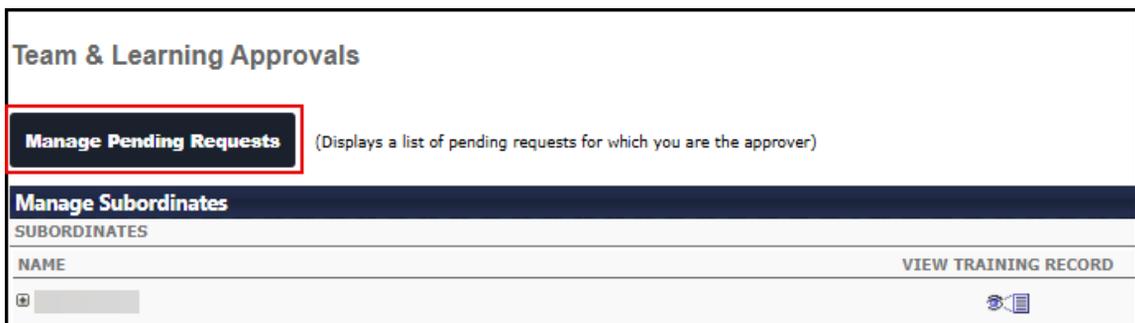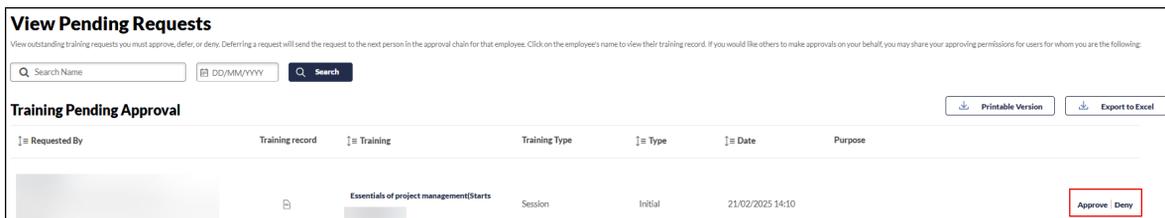
1. From the navigation menu ☰ in the top right corner of the Homepage, select Learning, and then Team & Learning Approvals.

Home	>
Learning	∨
My Learning	
Learning Search	
Training Record	
Training Calendar	
Interests and Waiting Lists	
Add Externally Completed Tr…	
Playlists	
Team & Learning Approvals	
Analytics & Reports	>

2. Select Manage Pending Requirements.

Team & Learning Approvals

Manage Pending Requests (Displays a list of pending requests for which you are the approver)

Manage Subordinates

SUBORDINATES

NAME	VIEW TRAINING RECORD
⊞	

3. Select the Approve button to approve the request, or the Deny button to deny the request.

View Pending Requests

View outstanding training requests you must approve, defer, or deny. Deferring a request will send the request to the next person in the approval chain for that employee. Click on the employee's name to view their training record. If you would like others to make approvals on your behalf, you may share your approving permissions for users for whom you are the following.

🔍 Search Name	📅 DD/MM/YYYY	🔍 Search

Training Pending Approval

⬇ Printable Version   ⬇ Export to Excel

⇅ Requested By	Training record	⇅ Training	Training Type	⇅ Type	⇅ Date	Purpose	
	🗎	Essentials of project management(Starts	Session	Initial	21/02/2025 14:10		Approve | Deny

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You can select the training title link to review details about the training. Select the Back button in the details screen to return to the View Pending Requests list.

4. You can provide an explanation for the approval or denial by entering additional comments in the textbox. These comments will be added to the team member's training record.

5. Use the Approve or Deny button to complete the task. The Cancel button will take you back to the View Pending Requests screen.

Please enter any additional comments:

Cancel   Approve

Flinders University