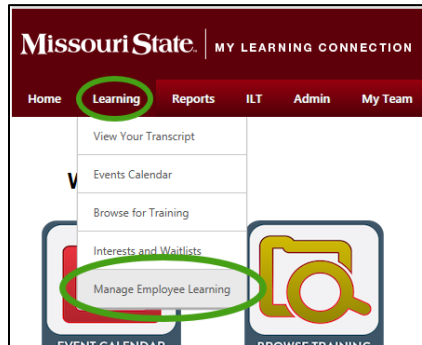


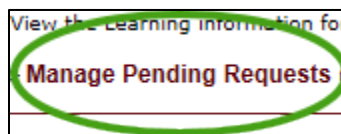
How do I approve an external training?

Supervisors will be notified that external training approval is needed with an email that is automatically generated by My Learning Connection. A sample is at the end of this user guide.

1. Hover the **Learning** tab and select **Manage Employee Learning**.



2. Select **Manage Pending Requests**.



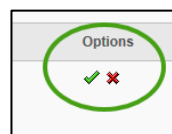
3. Select the **users name** (on the left) to see more information about the training on their transcript.



4. Locate the training on the transcript and select **View Training Details** to see details including supporting documents (i.e. certificate, registration, agenda, etc.).



5. Go back to the **Training Pending Approval** screen and select the **GREEN ✓** to approve or **RED X** to disapprove the training.



Notification Email to Supervisors
External Training Approval Required

From: MyLearningConnection@missouristate.edu

Reply-To-Address: HRLearning@missouristate.edu

Subject: A user has created an external training for your approval

My Learning Connection features include a process for employees to update their learning transcript by documenting external training conducted outside of the Organizational & Talent Development office. Please contact your employee for specific questions or more information about their external training.

TRAINEE.FIRST.NAME TRAINEE.LAST.NAME has completed an external training. Approval is requested for completion of this external training.

To review and approve the training-

- Log into My Missouri State
- Select the **Profile** tab
- Select **My Learning Connection** under **Professional Development**

From your My Learning Connection welcome page-

- Hover over the **Learning** tab and select **Manage Employee Learning**
- Select **Manage Pending Requests**
- Select the users name (on the left) to see the training on their transcript
- Locate the training on the transcript and select **View Training Details** (on the right) to see details
- Go back to your approval screen and select the **GREEN** ✓ to approve or **RED X** to disapprove the training.

Thank you,

Organizational & Talent Development
Office of Human Resources
417-836-7683 HRLearning@missouristate.edu