

Similar to how the current LMS system works, you may have to approve or deny training requests that your employees submit. If the course is initially set up requiring supervisor approval for the enrollment, use the following steps to either approve or deny their participation in the course:

## For courses that require approval:

Training approval notifications will appear in your **Universal Worklist (UWL)**, just like employee leave requests do now.

When you login to ESS, your UWL is one of the first screens you will see. The items that need to be approved will be displayed in your UWL.

1. Click the link for each item you want to process in your UWL.  
Details for the scheduled session appear.

You will have four options when processing the training request.

- a. **Approve** – Approves the employees training request
  - b. **Reject** – Denies the employees training request
  - c. **Process Later or Replace** – Saves it back to your UWL for you to process later
2. Select either **“Approve”** or **“Reject”**.  
A pop-up box asking you to confirm or cancel your selection appears.
  3. Click **“OK”**.

**Helpful hint #1:** Unlike the old LMS system, when your employee requests participation in a course, the LSO system ‘holds’ a seat in the class for them until the request is approved (your employee then becomes ‘firmly booked’ in the course) or rejected (the reserved space in the training is opened back up for another employee to request.)

**Helpful hint #2:** The item will stay in your UWL for 48 hours, after which it will ‘bump’ to your supervisors UWL. If your supervisor doesn’t process it within 48 hours, it will bump to your agency Training Admins for processing. If it is not processed within 48 hours of this time, the LSO system will automatically reject the training request.

## For courses that do not require approval:

Your employee will automatically be ‘Firmly booked’ in the training session the moment they request participation in the course.

Please contact your agency training officer for assistance.