How to View Previously Approved or Rejected Training Requests

1. To view courses requested by employees in the past, go to your Employee Dashboard by clicking the corehr down-arrow at the top left of the screen:

2. Select the Learning and Development tab.
3. Click the Actions down arrow in the top right hand corner of the My Train History box and select Previously Approved Request.
4. A list of all the requests you have processed (approved or rejected) are displayed with details of who made the request, when it was requested and what comments were made when approving or rejecting.