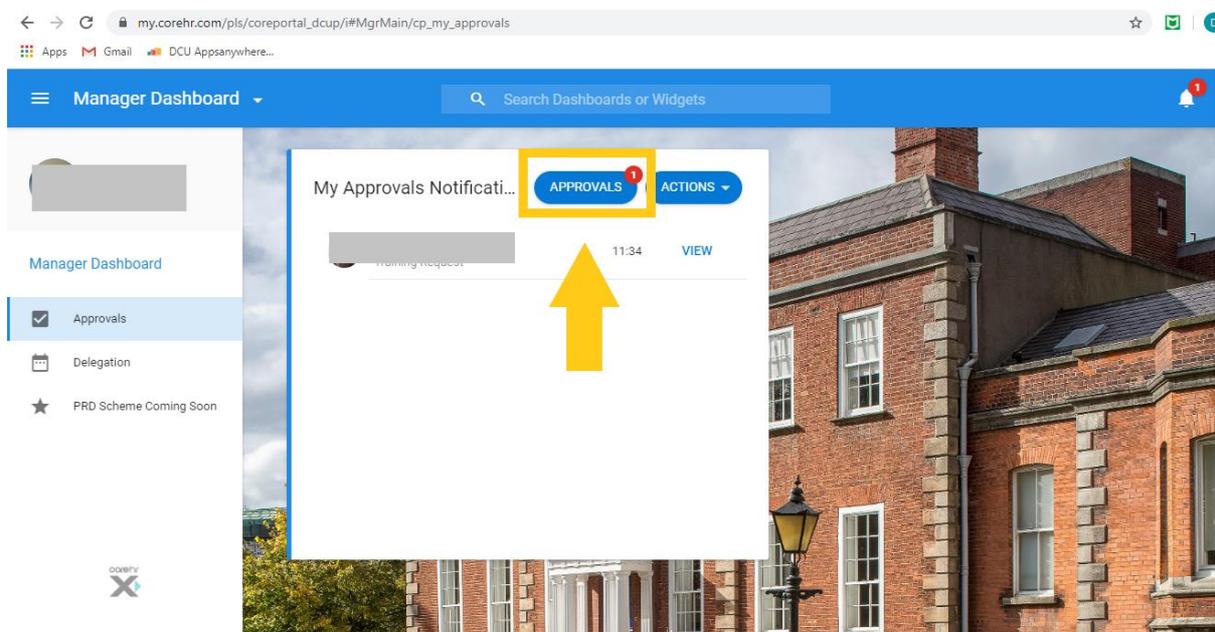


## How to Approve or Reject a Training Request

1. You will receive an email to prompt you to approve or reject each time someone who reports to you registers for a course in Core HR.
2. The email will contain a link to Core HR. Click the link to log in to your account.
3. When you log in to your Core account, you'll notice a number at the top beside the approvals button. Click the number to reveal your employee requests.



- When you click on a request, the details of the course is displayed. You enter a comment into the Comments field, confirm that you have validated the details by selecting the checkbox and then click Reject or Approve. If you choose to reject a request, the staff member will receive an email stating that the request has been rejected. The comments you enter into the comments section on this screen will appear as the reason why it was rejected.

my.corehr.com/pls/coreportal\_dcup/i/#MgrMain/cp\_my\_approvals

Apps Gmail DCU Appsanywhere...

Manager Dashboard

My Approvals  
Manager Dashboard > My Approvals

VIEW COURSE DETAILS

Actions <sup>1</sup> Updates

Wednesday, 24 Jun 2020 Wednesday, 24 Jun 2020 Personal Development

Booking Comments Availability Appointment ID  
testing Spaces Available 072972-1

Search

Comments 11:34

I confirm that the above details are correct

REJECT APPROVE