Learning Center

Training Approval in the Dakota County Learning Center

SECTION 1: The Process

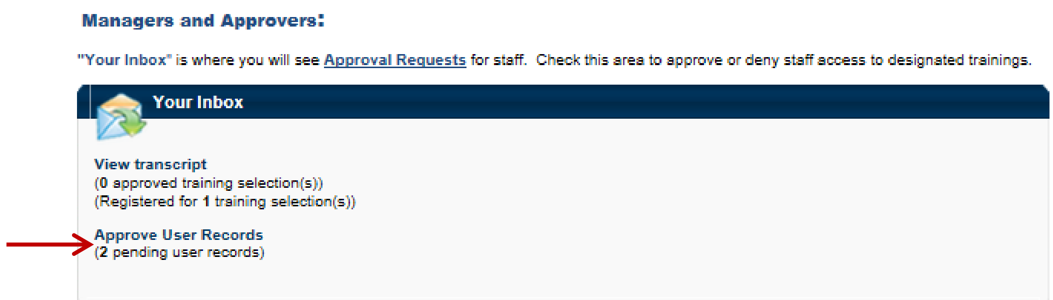
- An employee starts at the Public Employee Training page. Looks at the calendar for available training and clicks request.
- The employee is routed to the Account Creation page. They either create an account or login as returning user.
- The Approver/Manager is notified by email that there is a request for access to a Learning Center course.
- The Approver/Manager logs into the Learning Center and Approves or Denies the request.
- An email is generated alerting the user to the status of their request.

*Note: You are in the system as both an Approver and the Manager for all registrants from your agency. This is for approval purposes only. Employees in your agency are expected to alert their manager to their intent to attend training.

SECTION 2: New Account Training Class Approval

On the Welcome screen you will see "Your Inbox". To approve or deny a self-registration request:

1. Locate “Your Inbox”
2. Click Approve User Records



3. Find the user record [employee name] you wish to approve or deny
4. Click the icon under “View Record”

User Record Requests

NAME	USERNAME	USERID	CODE	REQUEST DATE	STATUS	VIEW RECORD
McPherson, Tirzah	tirzahlewis@outlook.com	1000002	0127_MESB	3/15/2019 11:54:00 AM	Pending	
Lewis, Tirzah	tirzahlewis@gmail.com	1000004	9910_COR	3/27/2019 2:17:00 PM	Pending	

5. Scroll to the bottom of the screen
6. Click “Approve Request” or “Deny Request”

The user will be notified of their approval or denial by email.

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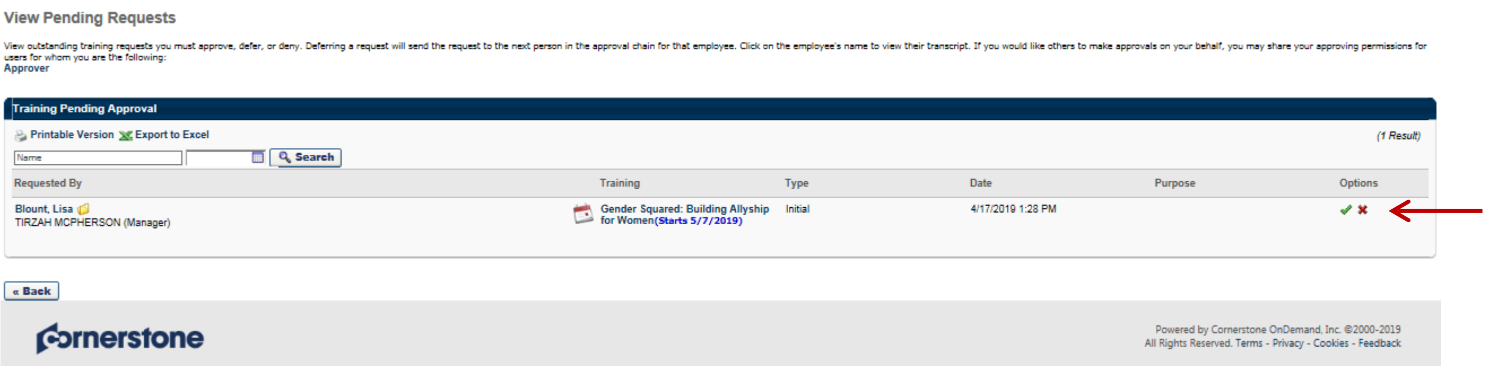
SECTION 3: Training Class Approval

1. To appove a class registration request, log into the Dakota County Learning Center at: dakotatalent.csod.com using your agency email [username] and the password you created for the Learning Center.

2. On the Welcome screen you will see "Your Inbox". To approve or deny a self-registration request:

    a. Locate “Your Inbox”
    b. Click Approve Training [employee name]
    c. Find the employee on the View Pending Requests page (you are in the system as the Manager for users from your agency)
    d. To Approve – Locate the user and click the Check Mark (to the right under “options”) to Approve
    e. To Deny – Locate the user and click the red “X” (to the right under “options”) to Deny



The user will receive an email when you approve or deny their training reqeust. This email will provide them training details and information on how to withdraw. You will also receive an email confirmation of the approve or deny action.