## How Do I Approve Training Requests from My Staff?

- 1. When your staff submits a request for a workshop, you will receive an email from the LMS to approve/decline their request
- 2. You can also log into CAST LMS to approve/decline the request
- Click on the Dashboard tab
- In the Tasks block you will see any training requests that are pending from your staff. Click on the Information icon to review the item

TASKS	٩
Showing 1 of 1 Seminar booking admin request: AOP (Indigeno FNIM Overview) - Make-Up Session, 9:30 AM-12:30 PM, 25 September 2019 () View all tasks	ous:

- Click on one of the action buttons in the popup, or click on the hyperlink for more details

REVIEW	ITEM(S)	×
Subject	Seminar booking admin request: AOP (Indigenous: FNIM Overview) - Make-Up Session, 9:30 AM-12:30 PM, 25 September 2019	^
Туре	Â	
From	Samantha Jane Smith (ssmith@torontocas.ca)	
Statement	This is to advise that Samantha Jane Smith has requested to be booked into the following course, and you are listed as an approver for the session.	
	Please review this request before registration closes on 11 Sep, 17:30	
	Follow the link below to approve the request: https://casttraining.remote- learner.ca/mod/facetoface/attendees.php? s=24&action=approvalrequired	~
	Dismiss Cancel Accept Reject	