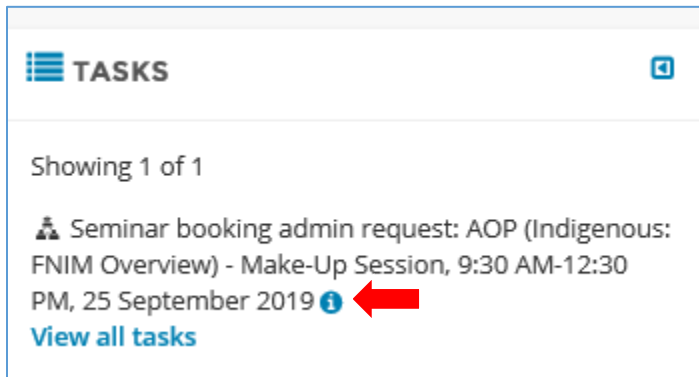


How Do I Approve Training Requests from My Staff?

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



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

