



## Approval and Requests

### Step 1 – Click the You have User training approvals link

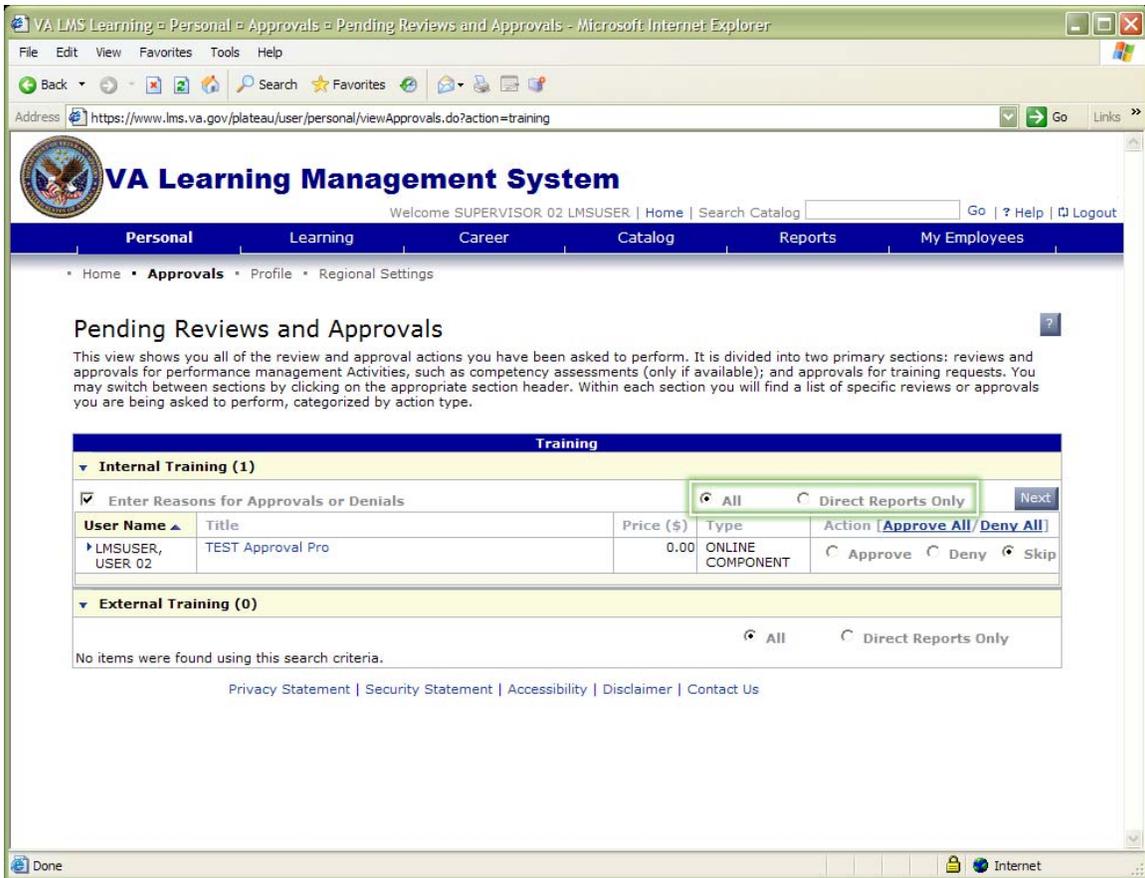
The screenshot shows the VA Learning Management System interface. At the top, there is a navigation bar with tabs for Personal, Learning, Career, Catalog, Reports, and My Employees. The main content area is divided into several sections:

- Welcome SUPERVISOR 02 LMSUSER** (2/1/2008): Includes a "Please UPDATE YOUR PROFILE!" notice and instructions on how to update profile information.
- Alerts**: A red warning icon is present next to the text "You have User training approvals". A green box highlights this alert with a "step 1" indicator.
- Catalog**: Links to view instructor-led items and online items.
- Learning Plan**: A table showing assigned training items.
- Curriculum Status**: A section indicating that there are no incomplete curricula for this user.

Title	Type	Required By
TEST-Supervisor Approval Required Item	👤	
Test_Teal	👤	
Test_Teal 7-14	👤	

As a supervisor, you will receive alerts when you have user training to approve. The VA LMS provides these alerts in the Alerts section at the top of the second column of your VA LMS homepage.

Click the You have User training approvals link to review the approval requests.



The Pending Reviews and Approvals screen is displayed. The table on this page is divided into two main sections: Internal Training and External Training.

Toward the top of the table, select whether you want to see approval requests for all your subordinates or only for your Direct Reports.



If you select All, you will see requests made by the subordinates of any other supervisors whom you supervise.

## Step 2 – Select the appropriate radio button for the request (Approve, Deny or Skip)

The screenshot shows the VA Learning Management System interface. The browser title is "VA LMS Learning - Personal - Approvals - Pending Reviews and Approvals - Microsoft Internet Explorer". The address bar shows the URL: "https://www.lms.va.gov/plateau/user/personal/viewApprovals.do?action=training". The page header includes the VA Learning Management System logo and navigation links: "Welcome SUPERVISOR 02 LMSUSER | Home | Search Catalog | Go | ? Help | Logout". The main navigation menu includes: "Personal", "Learning", "Career", "Catalog", "Reports", and "My Employees". The breadcrumb trail is: "Home - Approvals - Profile - Regional Settings". The main heading is "Pending Reviews and Approvals". Below the heading is a descriptive paragraph. The main content area is titled "Training" and contains a table with the following data:

Training				
Internal Training (1)				
<input checked="" type="checkbox"/> Enter Reasons for Approvals or Denials		All Direct Reports Only Next		
User Name ▲	Title	Price (\$)	Type	Action   Approve All / Deny All
▶ LMSUSER, USER 02	TEST Approval Pro	0.00	ONLINE COMPONE	<input checked="" type="radio"/> Approve <input type="radio"/> Deny <input type="radio"/> Skip
External Training (0)				
No items were found using this search criteria.				

At the bottom of the page, there are links for "Privacy Statement", "Security Statement", "Accessibility", "Disclaimer", and "Contact Us".

In this tutorial, we see our fictional subordinate, Mr. USER LMSUSER, has requested approval to take the course titled “Test Approval Pro.”

There are three options available to you as a supervisor:

- Approve, which approves the subordinate’s request
- Deny, which denies the request; or
- Skip, which skips the request.



Note: If there are multiple approval requests and you want to approve all of them, click the Approve All link. To deny all requests, click the Deny All link.



For each approval request, note whether the Enter Reasons for Approvals or Denials checkbox is checked. If it’s checked, this allows you to enter reasons for approving or denying the request after the Next button is clicked.

For this tutorial, click the Approve radio button to approve this request.

### Step 3 – Click the Next button

The screenshot shows the VA Learning Management System interface. The page title is "Pending Reviews and Approvals". Below the title, there is a description: "This view shows you all of the review and approval actions you have been asked to perform. It is divided into two primary sections: reviews and approvals for performance management Activities, such as competency assessments (only if available); and approvals for training requests. You may switch between sections by clicking on the appropriate section header. Within each section you will find a list of specific reviews or approvals you are being asked to perform, categorized by action type."

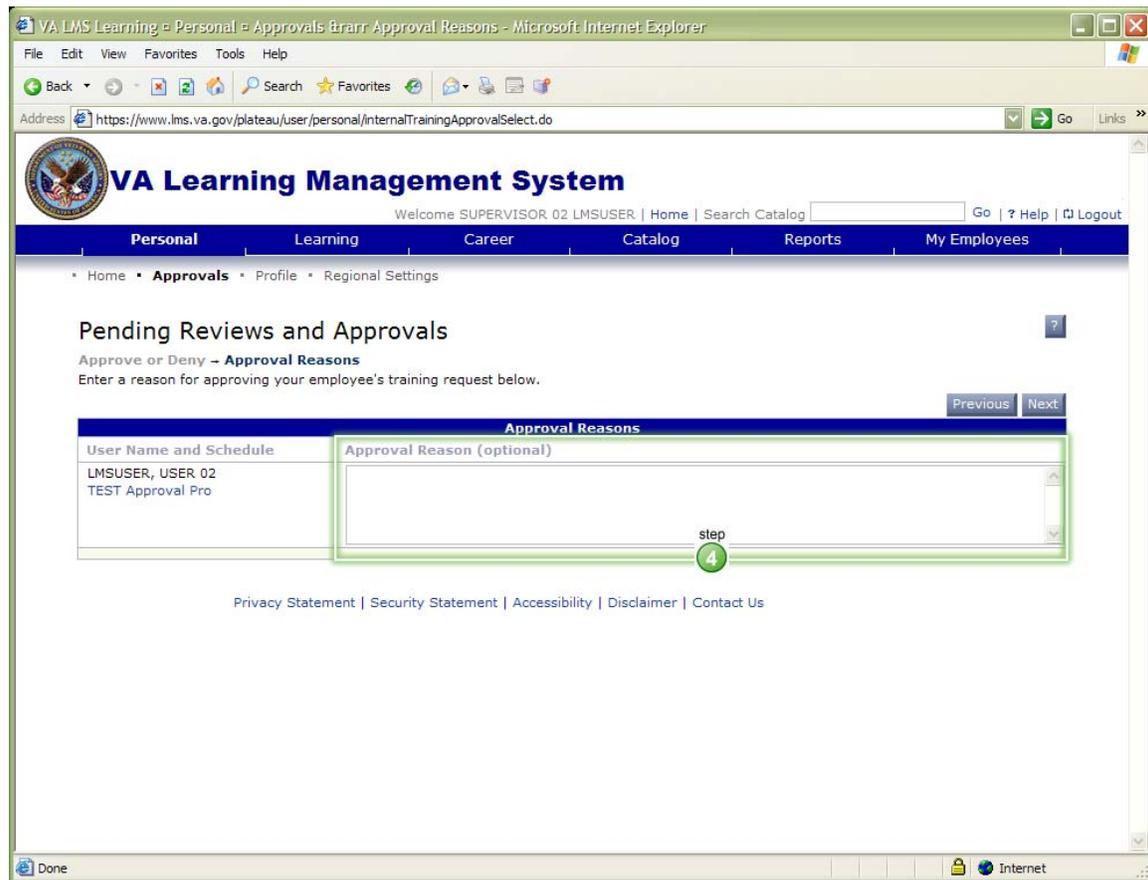
The main content area is divided into two sections: "Internal Training (1)" and "External Training (0)". The "Internal Training (1)" section is expanded and shows a table with the following data:

User Name	Title	Price (\$)	Type	Action
LMSUSER, USER 02	TEST Approval Pro	0.00	ONLINE COMPONENT	Approve All / Deny All

Below the table, there are radio buttons for "All" and "Direct Reports Only". A green box highlights the "Next" button in the top right corner of the table area, with a "step 3" label next to it.

Click the Next button.

## Step 4 – Enter reason for decision



This brings you to the Approval Reasons screen.



Note: If you had denied the request, the Denial Reasons screen would be displayed.

You can type in the reasons why you approved the request in the Approval Reasons text entry field.

## Step 5 – Click the Next button

VA LMS Learning - My Employees - Approvals & Arr Confirm - Microsoft Internet Explorer

Address: https://www.lms.va.gov/plateau/user/personal/internalTrainingApprovalReasons.do

**VA Learning Management System**

Welcome SUPERVISOR 02 LMSUSER | Home | Search Catalog | Go | ? Help | Logout

Personal Learning Career Catalog Reports My Employees

Home • Approvals • Profile • Regional Settings

### Pending Reviews and Approvals

Approve or Deny - **Approval Reasons**

Enter a reason for approving your employee's training request below.

step 5

Previous Next

Approval Reasons	
User Name and Schedule	Approval Reason (optional)
LMSUSER, USER 02 TEST Approval Pro	Course satisfies technical training requirement as outlined on approved IDP

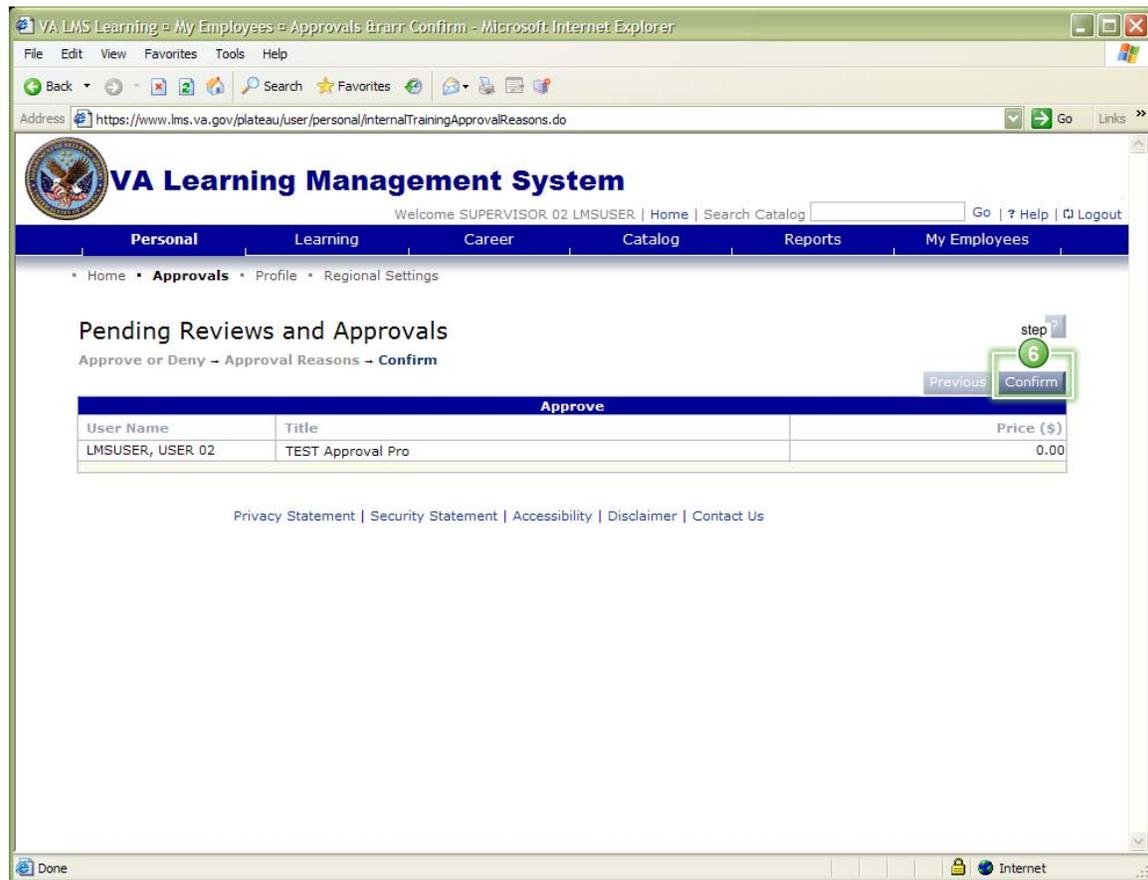
Privacy Statement | Security Statement | Accessibility | Disclaimer | Contact Us

Opening page https://www.lms.va.gov/plateau/user/personal/internalTrainingApprovalReasons.do...

For this tutorial, our fictional supervisor states that the “Course satisfies technical training requirement as outlined on approved IDP.”

Once the reason has been entered, click Next.

## Step 6 – Click the Confirm button

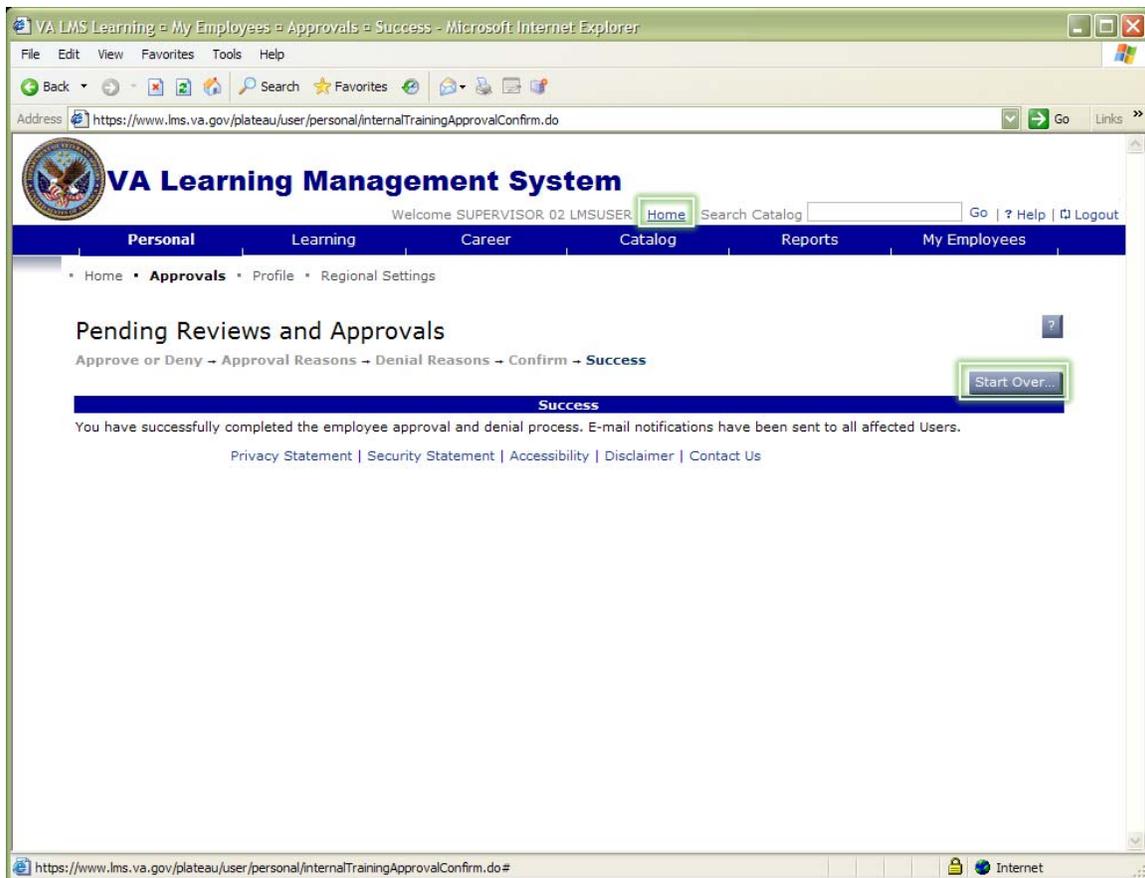


The Confirm screen is displayed. Review the approval and then click the Confirm button.



Note that when you see approval requests in your Training Approvals page, the user who requested the training sees a status of “Submitted.”

Once you approve or deny the request, the user is automatically notified on his or her VA LMS home page.



From this screen, click the Start Over...button to continue managing other requests.

Or, you can use the navigation tools provided in the VA LMS to continue with other tasks in the VA LMS, such as returning to the Home page.

This completes the process.

## Approval and Requests Step by Step Guide

1. Click the You have User training approvals link
2. Select the appropriate radio button for the request (Approve, Deny or Skip)
3. Click the Next button
4. Enter reason for decision
5. Click the Next button
6. Click the Confirm button

This completes the task.

### **Resource Information**

- The web-based demonstration of the process can be found at the following web address:  
<http://www.insidelms.va.gov/wbt/005-SUPS-ManageMyEmp/ApproveNotify.htm>
- To access additional VA LMS training resources, please visit  
<http://www.insidelms.va.gov/userRoles/vaLMS-user-notebook/vaLMS-notebook-user.shtm>
- The InsideLMS website provides up-to-date information, resources and tools for all VA LMS users at <http://www.insidelms.va.gov>.

Please send questions, comments, or requests for additional information regarding this training to the [VALU\\_LMSTrainingGroup@va.gov](mailto:VALU_LMSTrainingGroup@va.gov). (VALU\_LMSTrainingGroup@va.gov)