

Before You Start:

As a supervisor, you will receive a notification from LMSADMIN@ATF.gov alerting you that you have a pending approval in LearnATF. It is the supervisor's responsibility to address these approvals in a timely manner.

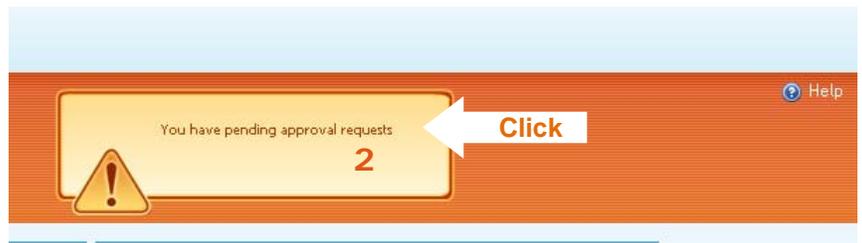
1.

When you log in to **LearnATF**, you will see an **Alert** in the upper right corner notifying you that you have a pending approval.



2.

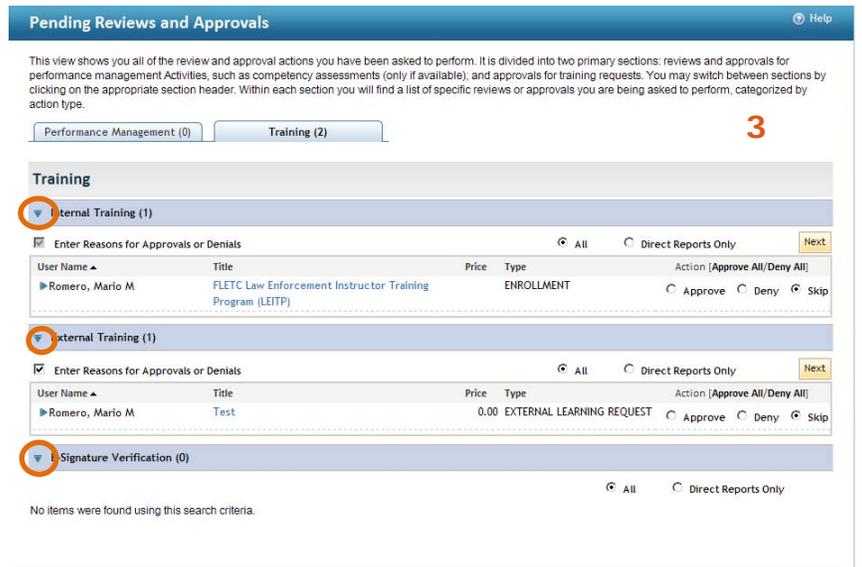
Click on the **Alert**.



3.

All pending approvals are displayed on the **Pending Reviews and Approvals** page.

To see the detail, click the blue triangle to expand.



<p>4.</p>	<p>Select either <u>Approve</u> or <u>Deny</u>.</p>	
<p>5.</p>	<p>Click on the <u>Next</u> button.</p>	
<p>6.</p>	<p>The <u>Approval Reasons</u> box is displayed. Click <u>Next</u>. IMPORTANT: If you <u>Deny</u> the request, you must enter a <u>Denial Reason</u>.</p>	
<p>7.</p>	<p>The confirm screen is displayed, click on <u>Confirm</u>.</p>	