

Before You Start:

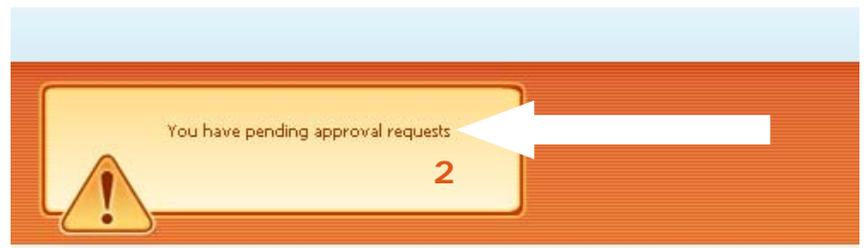
IMPORTANT: You will receive an email notification from LMSADMIN@atf.gov when you are required to approve an SF-182. This email is automated. Upon receipt of any email that says **ACTION REQUIRED** you should log in to **LearnATF** approve or deny the training request.

There are two types of notifications and approvals for SF-182s. One is for SF-182 **Approval** before training; the second is for SF-182 **Verification** after attendance at training.

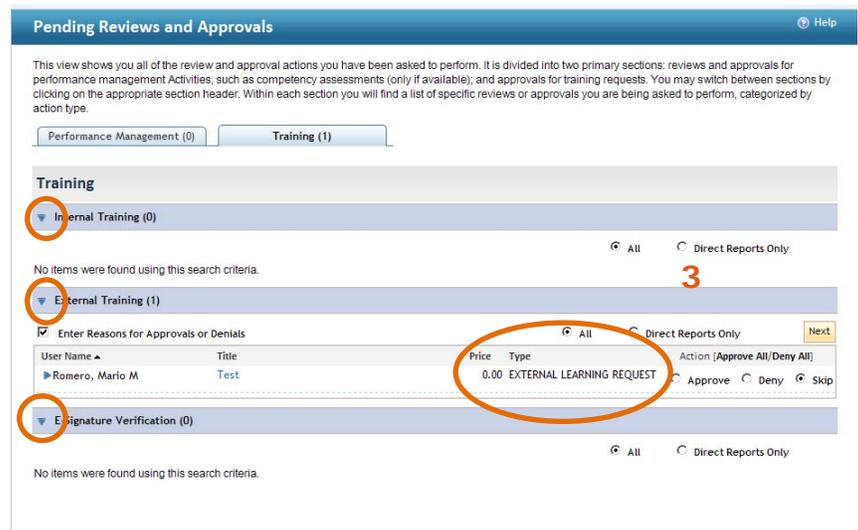
1. When you log in to **LearnATF**, you will see an alert on the upper right.



2. Click on the **Alert**.



3. The **Pending Reviews and Approvals** page is displayed. You may need to click on the blue triangles to expand and read the details of the request for approval. The training **Type** will indicate whether this is a **Verification** or a **Request**.



<p>4.</p>	<p>Review the full request by clicking on the Title. When finished reviewing, click Back to return to the Pending Reviews and Approvals page.</p>	
<p>5.</p>	<p>Select Approve or Deny and then click Next.</p>	
<p>6.</p>	<p>The Approval Reasons screen is displayed. Click Next. IMPORTANT: If you Deny the request, you must enter a denial reason.</p>	
<p>7.</p>	<p>The Pending Reviews and Approvals Screen is displayed; click Confirm.</p>	