

Before You Start:

IMPORTANT:

An SF-182 can be approved if there is no cost for training or travel and either the first or second line supervisor is not available to make the approval. The Training Coordinator cannot approve as the Registrar or Funds Manager as these final steps must be completed by Human Resources and Professional Development (HRPD).

External training with associated costs should only be approved by a Training Coordinator on rare occasions. If there is any cost associated with tuition or travel, the Training Coordinator must get at minimum verbal and preferably written (via email) approval from the second line supervisor or someone in the Division with authority to approve funding for the training. Once this is obtained, you can approve as the first and/or second line supervisor, but should never approve as the Registrar or Funds Manager.

1. Log in to the LMS and **Search** for the user who needs an approval.

The screenshot shows the 'Users' management page in the LMS. The navigation menu includes Home, User Management, Performance, Learning, Commerce, Content, Reports, and System Admin. The 'Users' section is active, showing search options: Search, Add New, and Help. A search form is present with fields for User ID, Last Name, and First Name, each with a 'Starts With' dropdown. A 'Case sensitive search' option is set to 'No'. A red circle with the number '1' highlights the 'Search' button.

2. Click the **edit icon** next to the user.

The screenshot shows a table of users with columns for User ID, User Name, Email Address, Organization ID, and Notify. A red circle with the number '2' highlights the edit icon next to the user 'Smith, Steven' (User ID: SDICONI).

User ID	User Name	Email Address	Organization ID	Notify
SSMITH1	Smith, Steven		401022	<input type="checkbox"/>
SSSMIT9895	Smith, Steven S		DE66110101000000	<input type="checkbox"/>
SDICONI	Smith, Steven		505010	<input type="checkbox"/>
SSMITH	Smith, Steven P		787085	<input type="checkbox"/>

<p>3.</p>	<p>Click the External Requests (SF-182) tab.</p>	
<p>4.</p>	<p>Scroll down to the SF-182 that needs approval and click the Edit Approval link.</p>	
<p>5.</p>	<p>Click the Approve radio button next to the 1st Level Supervisor.</p> <p><i>In the comments field, you must enter your name and the reason you are making the approval.</i></p> <p>Example: Betty Smith making approval, 1st line supervisor is out sick, received approval via email.</p> <p>Click Apply Changes.</p>	

<p>6.</p>	<p>The SF-182 is now Approved at the first level and Pending the approval of the 2nd Level Supervisor.</p> <p>If you need to approve as the 2nd Level Supervisor, repeat the steps above.</p> <p><i>If there is any associated costs, you must indicate who approved the funding for this training in the comments field.</i></p> <p><i>Do not approve as the Funds Manager or Registrar under any circumstances.</i></p>	<p>6</p> <table border="1"> <thead> <tr> <th>Approval Step</th> <th>Approver</th> <th>Approved</th> <th>Date Completed</th> <th>Approve Approve All</th> <th>Deny</th> </tr> </thead> <tbody> <tr> <td>1st Level Supervisor</td> <td>ATF Admin</td> <td>Yes</td> <td>2/18/2011 America/New York</td> <td><input type="radio"/></td> <td><input type="radio"/></td> </tr> <tr> <td colspan="6">Comments:</td> </tr> <tr> <td>2nd Level Supervisor</td> <td>Beth A Arbogast (Show All)</td> <td>No</td> <td></td> <td><input type="radio"/></td> <td><input type="radio"/></td> </tr> <tr> <td colspan="6">Comments:</td> </tr> <tr> <td>Funds Manager</td> <td>Tpd Registrar</td> <td>No</td> <td></td> <td><input type="radio"/></td> <td><input type="radio"/></td> </tr> <tr> <td colspan="6">Comments:</td> </tr> <tr> <td>Registrar</td> <td>Tpd Registrar</td> <td>No</td> <td></td> <td><input type="radio"/></td> <td><input type="radio"/></td> </tr> <tr> <td colspan="6">Comments:</td> </tr> </tbody> </table>	Approval Step	Approver	Approved	Date Completed	Approve Approve All	Deny	1st Level Supervisor	ATF Admin	Yes	2/18/2011 America/New York	<input type="radio"/>	<input type="radio"/>	Comments:						2nd Level Supervisor	Beth A Arbogast (Show All)	No		<input type="radio"/>	<input type="radio"/>	Comments:						Funds Manager	Tpd Registrar	No		<input type="radio"/>	<input type="radio"/>	Comments:						Registrar	Tpd Registrar	No		<input type="radio"/>	<input type="radio"/>	Comments:					
Approval Step	Approver	Approved	Date Completed	Approve Approve All	Deny																																																			
1st Level Supervisor	ATF Admin	Yes	2/18/2011 America/New York	<input type="radio"/>	<input type="radio"/>																																																			
Comments:																																																								
2nd Level Supervisor	Beth A Arbogast (Show All)	No		<input type="radio"/>	<input type="radio"/>																																																			
Comments:																																																								
Funds Manager	Tpd Registrar	No		<input type="radio"/>	<input type="radio"/>																																																			
Comments:																																																								
Registrar	Tpd Registrar	No		<input type="radio"/>	<input type="radio"/>																																																			
Comments:																																																								