

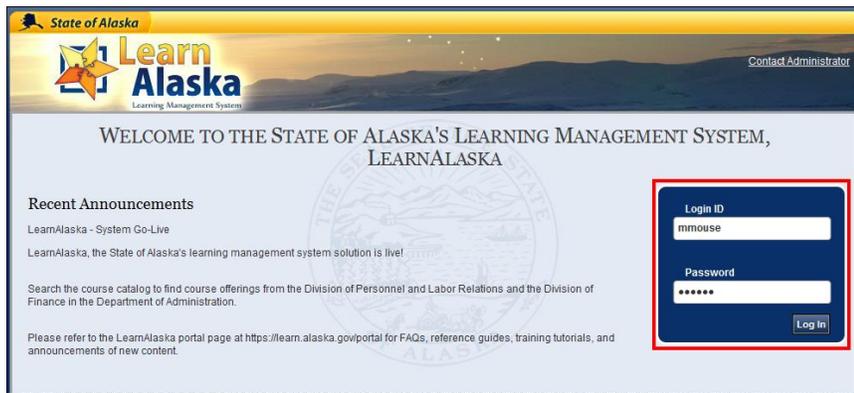
TAKING ACTION ON TRAINING REQUESTS

Please login to LearnAlaska at <https://learn.alaska.gov/portal> to take action on pending training requests. Your action is required in the Approval Console located under the Administration drop-down menu. You can find the Approval Console by following these steps:

1. Go to <https://learn.alaska.gov/portal>
2. Click the link *LearnAlaska Login* located throughout the Portal page



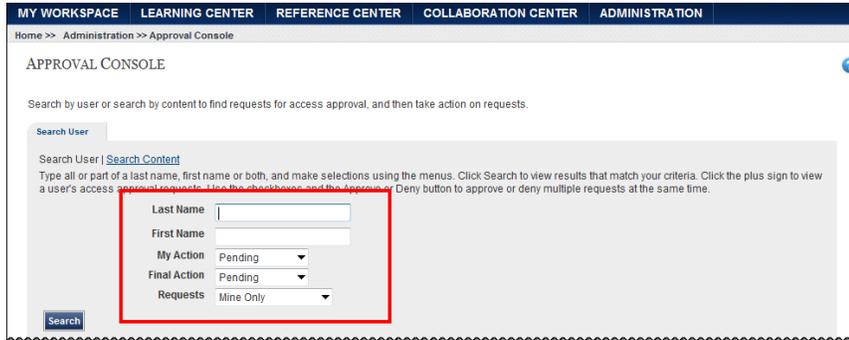
3. Enter your SOA *User ID* and *Password* and click *Log In*



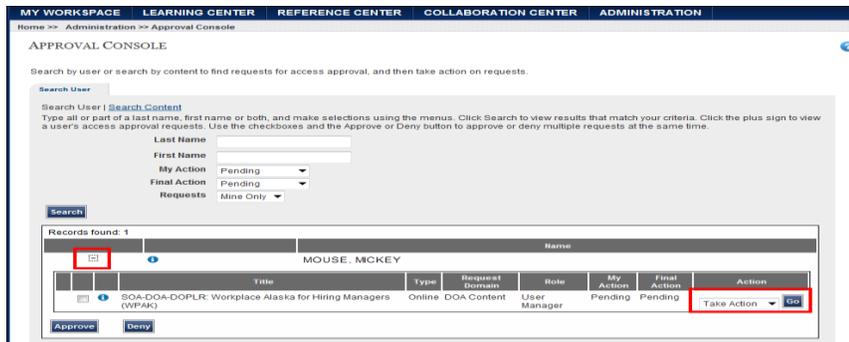
4. Access the *Approval Console* option located under the *Administration* menu



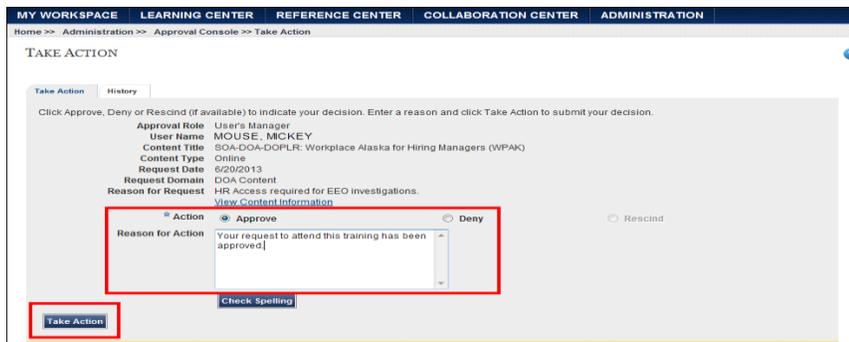
5. Complete an open search (a search with no criteria entered in the Last and First Name search fields)
 - a. **My Action** – Pending
 - b. **Final Action** – Pending
 - c. **Requests** – Mine Only



6. Click **Search**
7. Click the Expand icon located in front of the user's name for whom you are approving training for



8. Next the course/content title there is an Action column and an option to **Take Action**, click **Go**
9. Review the details of the request, click **Approve** or **Deny**, enter a **Reason for Action**, and click **Take Action** to approve/deny the request



Please contact the LearnAlaska Help Desk at LearnAlaska.HelpDesk@alaska.gov if you have any questions.