Quick Reference Guide

## Topic: OneConnect Learning – Approving Training Requests

Step-by-Step Instructions to approve a learning request of a learner who is part of your team.

Introduction

As we continue transitioning to OneConnect Oracle Cloud, the employee training and development process has also been upgraded to support employees' growth and learning. As a Line Manager, use this guide to review and approve training requests from learners on your team.

Approve Learning Request of a Learner (who is part of my team)

1. Log into **OneConnect**.

2. Click on the **Bell** icon in the upper right corner in landing page once you login. **Please note:** You will also receive a notification via email alerting you of the approval task.
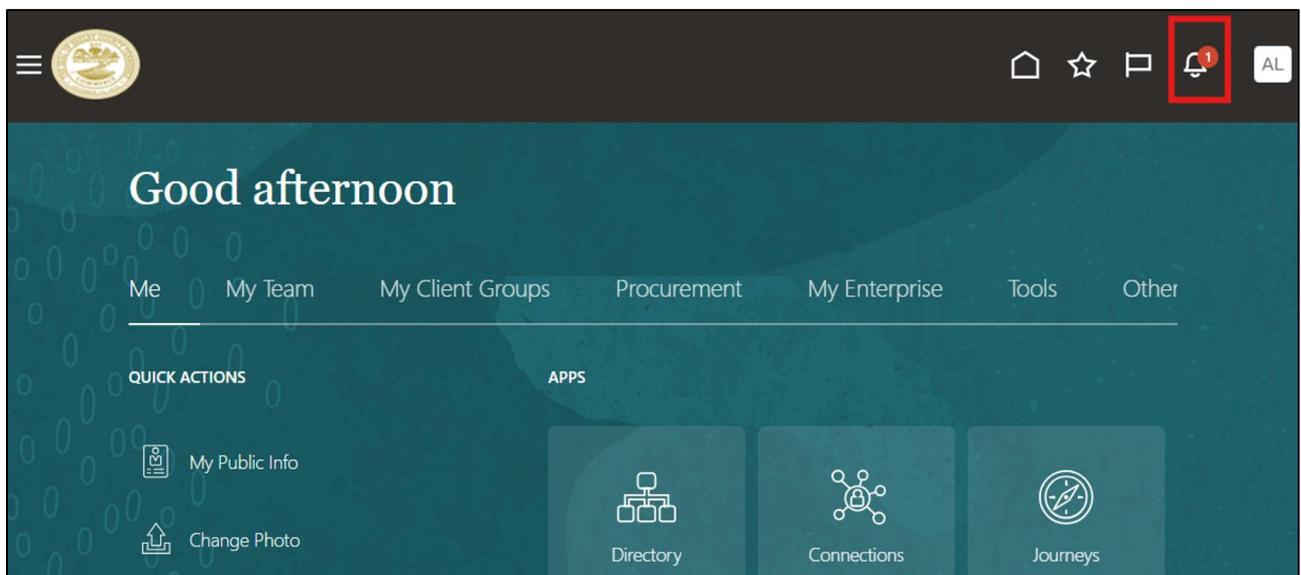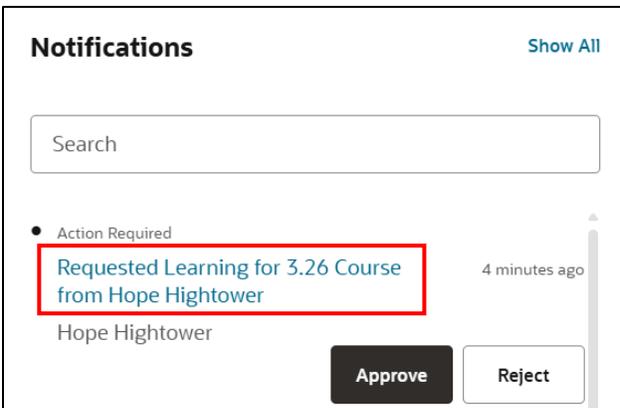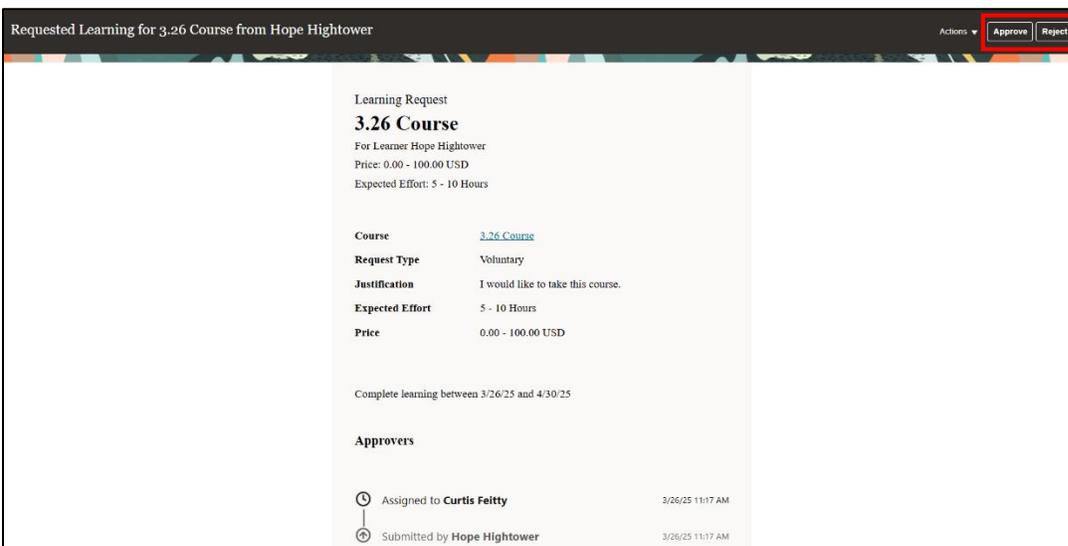
3. Click on the **notification link** to see the full Learning request details.

4. Click on the **Approve** or **Reject** button at the top of the page after reviewing the course details.

5. Fill in the **comments** (if required) and click on **submit**.

Additional Details:

- If you have any questions, please email **Training@shelbycountytn.gov** and a member of the team will be happy to assist.