SuccessFactors Learning Adding LinkedIn Learning History to SuccessFactors Manager Approval







This material was developed for the SuccessFactors Learning Management System. If you have issues, please submit an IOT Help Desk ticket and ask for it to be reassigned to the SPD – LD Queue.

You can also visit the INSPD Training website for additional resources.



When a learner requests to add a LinkedIn Learning course completed prior to the release of SuccessFactors to their learning history, it must be approved by their supervisor and the acting administrator for the agency.

When the request is entered, the learner's supervisor will receive	To Cc Bcc Subject RE: Approval Required to Verify Learning Completion for Chelsie Benefiel
an automated From: Sent: notification that action Subject is required within (Emple SuccessFactors This n record Intern Status Grade Total I CPE: Credit Conta Comm	donotreply@successfactors.com <donotreply@successfactors.com> Vonday, February 08, 2021 11:01 AM t: Approval Required to Verify Learning Completion for (Employee Name) appee Name) (Employee ID) to te is to inform you that the user listed above has requested approval for the following added history i a Event: Finding Your Time Management Style Completion Date: 2/5/2021 08:50 PM UTC Completion i Successfully Completed i tours: Hours: t Hours: t Hours: te listed as an approver in the Supervisor step of the approval process. Please go to the Approvals n of SAP SuccessFactors Learning at your earliest convenience to act on this request.</donotreply@successfactors.com>

To approve/deny this request, log into **SuccessFactors** and select the "**Learning Approvals**" tile on the homepage





Locate the pending request and choose "Approve", "Deny", or "Skip"

elect " Nevt "	Enter Reasons for Ap	provals or Denials	 All 	O Direct Re	eports Onl
	User Name 🔺	Title	Price	Туре	Action [Approve All/Deny All]
o continue	► Sub1, Jill	UAT test AP2	0.00 US Dollar (USD)	Online Item	🔿 Approve 🔿 Denv 🔍 Skip
			 All 	O Direct Re	eports Only
	No items were found using t	his search criteria.	II (O Direct Re	eports Only
	No items were found using t	his search criteria.	 All 	O Direct Re	eports Only

Enter a reason for approving your employee's training request (if necessary) in the **Approval Reason** field and select "**Next**" to continue

Approve or Deny → Approval Reas	ns	
Enter a reason for approving your emp	loyee's training request below.	
		Next
Approval Reasons		
User Name and Schedule	Approval Reason (optional)	
Sub1, Jill		
UAI test AP2		
		11

Select "**Confirm**" to complete the approval

	Fending Appr	ovais		
	Approve or Deny \rightarrow A	pproval Reasons → Confirm		Confirm
	Approve			
	User Name	Title	Price	Cancellation Policy
	Sub1, Jill	UAT test AP2	0.00 US Dollar (USD)	
anding An				
ending Ap	provals → Approval Reasons → 1	Denial Reasons → Confirm → Success		@ Help
Pending Ap	provals → Approval Reasons → I	Denial Reasons → Confirm → Success		Help Start Over
Pending App prove or Deny – uccess	provals → Approval Reasons → 1	Denial Reasons → Confirm → Success		Help Start Over