

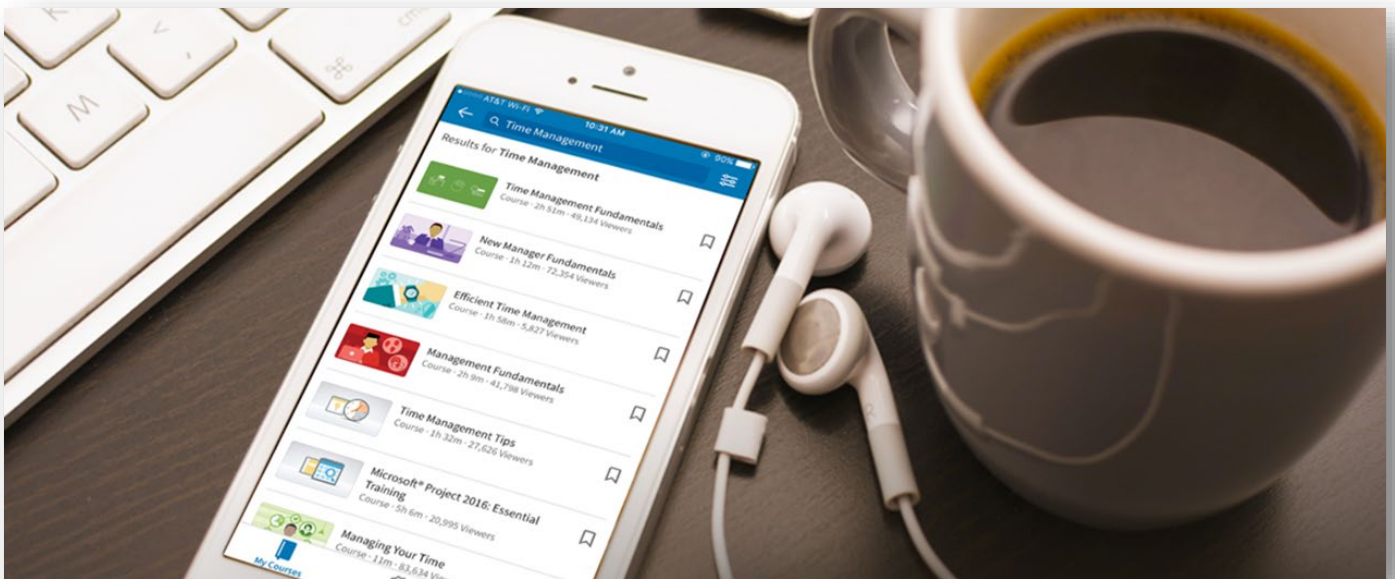
SuccessFactors Learning Adding LinkedIn Learning History to SuccessFactors Manager Approval



Indiana State
Personnel Department



LEARNING
WITH Lynda.COM[®] CONTENT





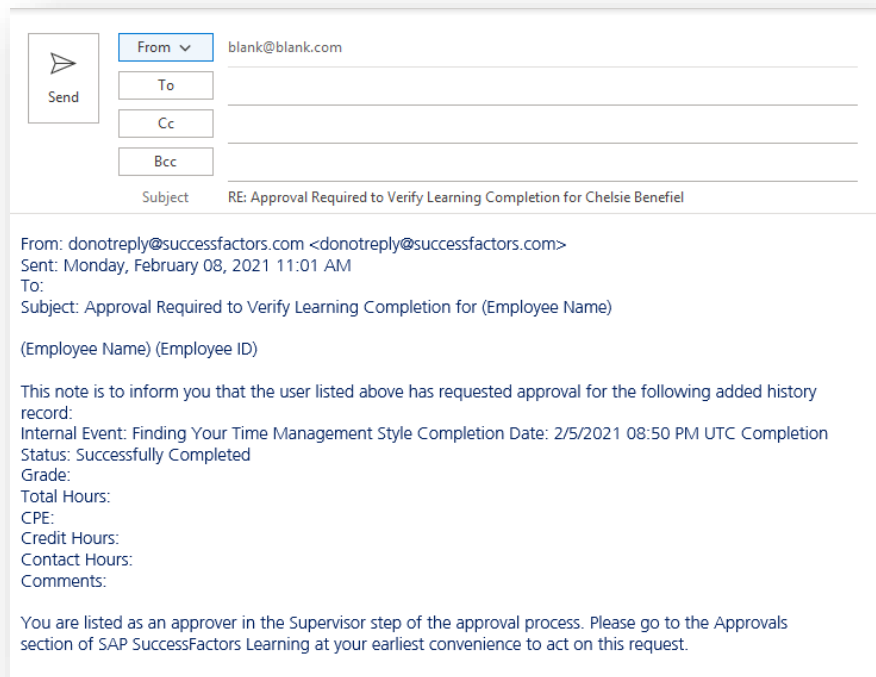
This material was developed for the SuccessFactors Learning Management System. Please contact SPDTraining@SPD.in.gov with any questions or comments.

You can also visit the [INSPD Training website](#) for additional resources.

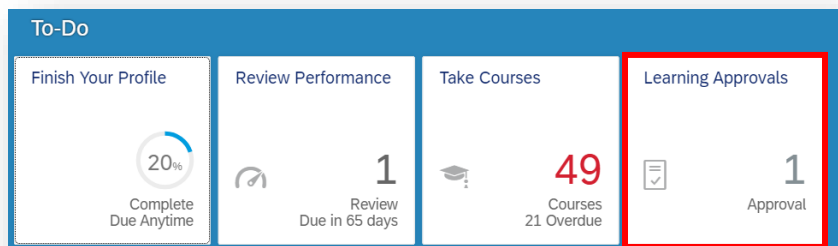


When a learner requests to add a LinkedIn Learning course completed prior to the release of SuccessFactors to their learning history, it must be approved by their supervisor and the acting administrator for the agency.

When the request is entered, the learner's supervisor will receive an automated notification that action is required within SuccessFactors

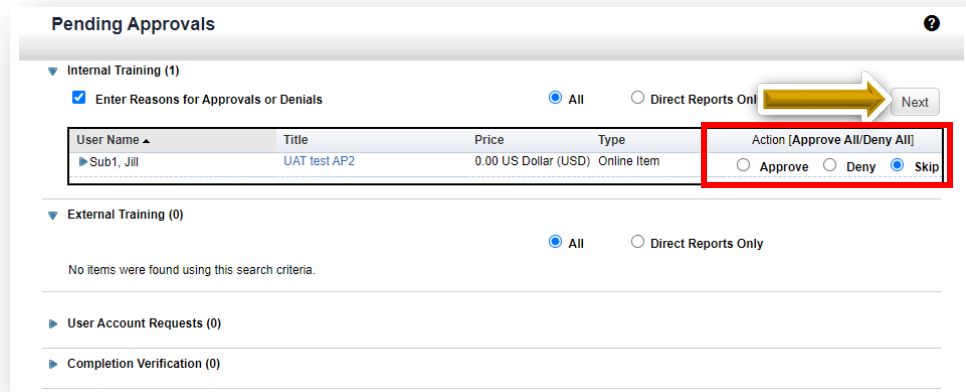


To approve/deny this request, log into **SuccessFactors** and select the “**Learning Approvals**” tile on the homepage



Locate the pending request and choose “Approve”, “Deny”, or “Skip”

Select “Next”
to continue



Pending Approvals

Internal Training (1)

Enter Reasons for Approvals or Denials All Direct Reports Only Next

User Name	Title	Price	Type	Action [Approve All/Deny All]
▶ Sub1, Jill	UAT test AP2	0.00 US Dollar (USD)	Online Item	<input type="radio"/> Approve <input type="radio"/> Deny <input checked="" type="radio"/> Skip

External Training (0)

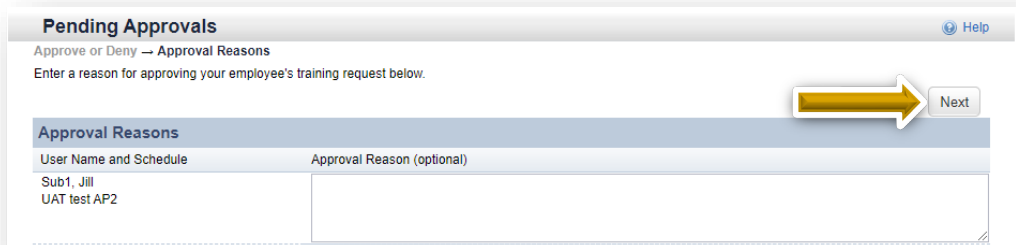
All Direct Reports Only

No items were found using this search criteria.

▶ User Account Requests (0)

▶ Completion Verification (0)

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



Pending Approvals

Approve or Deny → Approval Reasons Help

Approve or Deny → Approval Reasons

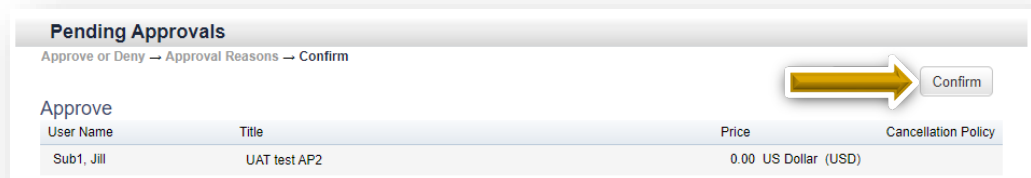
Enter a reason for approving your employee's training request below.

Next

Approval Reasons

User Name and Schedule	Approval Reason (optional)
Sub1, Jill UAT test AP2	

Select “Confirm” to complete the approval



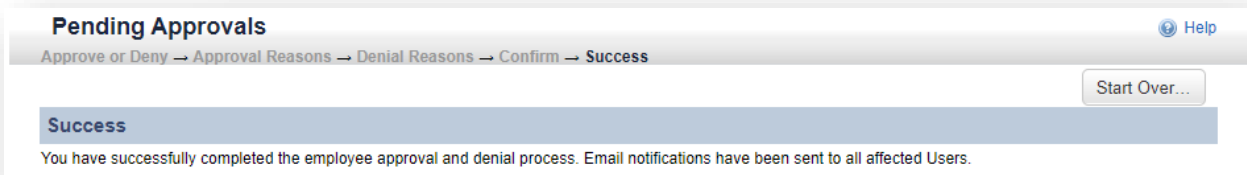
Pending Approvals

Approve or Deny → Approval Reasons → Confirm

Approve

User Name	Title	Price	Cancellation Policy
Sub1, Jill	UAT test AP2	0.00 US Dollar (USD)	

Confirm



Pending Approvals

Approve or Deny → Approval Reasons → Denial Reasons → Confirm → Success Help

Start Over...

Success

You have successfully completed the employee approval and denial process. Email notifications have been sent to all affected Users.