SuccessFactors Learning Adding LinkedIn Learning History to SuccessFactors Manager Approval
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

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

Select “Confirm” to complete the approval