



# Employee Self Service

## View Status of a Training Request

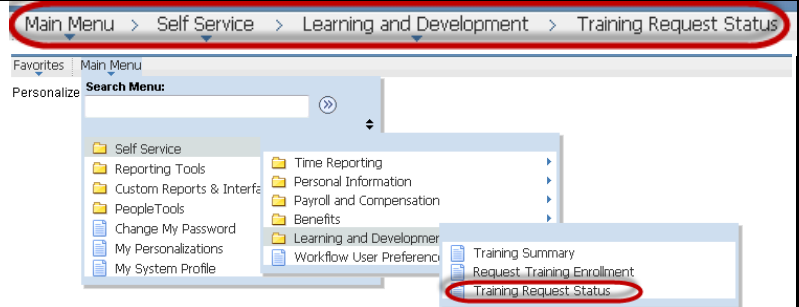
[Main Menu](#) > [Self Service](#) > [Learning and Development](#) > [Training Request Status](#)

### Instructions

### ACORN Page

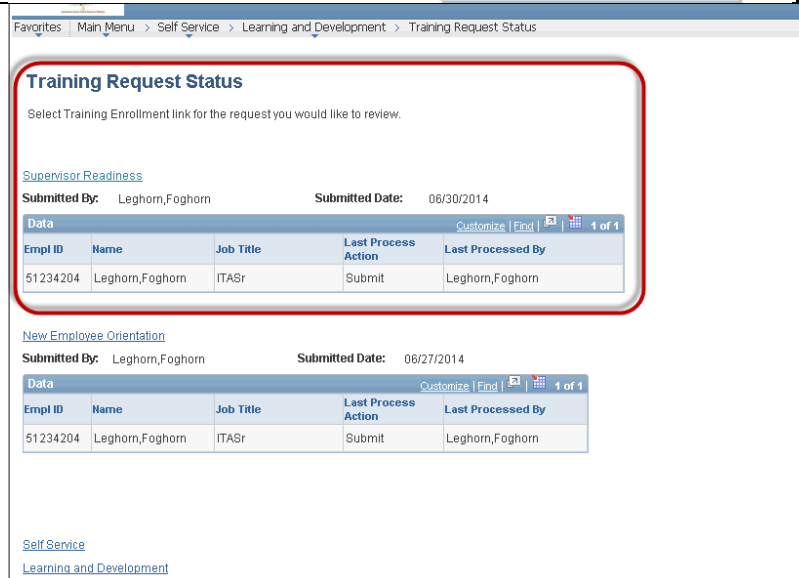
**PURPOSE:** Review the status of a previously submitted training request. When a manager approves or denies a training request, the employee will receive an email confirmation. However, if that email is lost, deleted, or if the manager has not acted on the request, the employee can come here to see the status of the training request. The employee can also view all previous training requests made.

1. Navigate to Training Request Status.



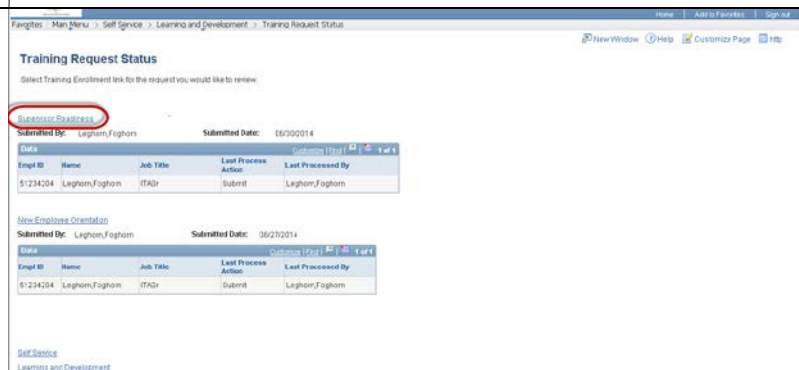
2. This page displays all of your training requests both those that are approved or denied.

**Note: your most recent request will be at the top of the page.**



3. Select the blue hyperlink to view the details of that training request (example provided here: Supervisor Readiness).

**Note: This is an example only. Your Training Request record will look different.**





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<p>4. This page shows the training request details. Under 'Process Detail' you see who the approving manager/supervisor is and the status of blank. If the manager/supervisor had acted on your request, you would see either 'Approved' or 'Denied', and a Process Action Date.</p>	<p><a href="#">Favorites</a>   <a href="#">Main Menu</a> &gt; <a href="#">Manager Self Service</a> &gt; <a href="#">Learning and Development</a> &gt; <a href="#">View Training Request Status</a></p> <h3>Training Request Status</h3> <p>Review the status of each transaction request.</p> <table border="1"> <thead> <tr> <th colspan="2">Course Session Details</th> </tr> </thead> <tbody> <tr> <td>Course:</td> <td>Supervisor Readiness</td> </tr> <tr> <td>Session:</td> <td>0008</td> </tr> <tr> <td>Course Start Date:</td> <td>07/15/2014</td> </tr> <tr> <td>Start Time:</td> <td>8:30AM      End Time: 3:30PM</td> </tr> <tr> <td>Duration (Hours):</td> <td>7.0</td> </tr> <tr> <td>Location:</td> <td>ODD Training Room 1</td> </tr> <tr> <td>Language:</td> <td></td> </tr> </tbody> </table> <p>The following transactions require approval.</p> <table border="1"> <thead> <tr> <th colspan="4">Leghorn, Foghorn</th> </tr> <tr> <td>Employee ID:</td> <td colspan="3">51234205</td> </tr> <tr> <th colspan="4">Process Detail</th> </tr> <tr> <th>Name</th> <th>Role Name</th> <th>Process Action</th> <th>Process Action Date</th> </tr> </thead> <tbody> <tr> <td>Leghorn, Foghorn</td> <td>Originator</td> <td>Submit</td> <td>06/19/2014</td> </tr> <tr> <td>Blanc, Mel</td> <td>Manager</td> <td>Approve</td> <td>06/19/2014</td> </tr> </tbody> </table>	Course Session Details		Course:	Supervisor Readiness	Session:	0008	Course Start Date:	07/15/2014	Start Time:	8:30AM      End Time: 3:30PM	Duration (Hours):	7.0	Location:	ODD Training Room 1	Language:		Leghorn, Foghorn				Employee ID:	51234205			Process Detail				Name	Role Name	Process Action	Process Action Date	Leghorn, Foghorn	Originator	Submit	06/19/2014	Blanc, Mel	Manager	Approve	06/19/2014
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