Managers/Supervisors are required to approve external training submitted by direct reports. Use this guide to complete the approval process for external training.

1. Navigate to Cornerstone – [https://dallasisd.csod.com](https://dallasisd.csod.com)

2. Hover over the Learning tab. Select Manage Employee Learning.

3. Select Manage Pending Requests
4. Click on the name of the employee requiring external training approval. Review training details such as title, dates, and supporting documentation.

5. Approval Options
   To approve training, select the green check mark (✓).
   To deny training, select the red x (x).