

## How to approve enrolment requests

As a manager you may have to approve some enrolment requests from your direct reports. If you do not approve the request than the individual will not be booked onto the course.

You will need to check that the date is acceptable and authorise any potential cost's that may be associated with the course.

You need to be aware that with some courses there may be a late cancelation fee.

- Your direct reports can log onto DLO search for a course and then request to enrol.
- You will then receive an email or an alert in DLO informing you of the request.
- You then need to approve or decline the request by logging into DLO.
- If you approve the request a booking confirmation email will be sent to the user and yourself. Their electronic diary will also be updated.
- If you decline the request, an email informing the user will be sent to them, you will receive a copy.
- By logging into DLO you can check to see if there are any alerts.
- From the Dashboard select Direct Reports



- If there is a request it will show in your Tasks



- Select the 
- A pop up with the request will appear

## Review Item(s) ✕

July 2019

**Type** ▲▲

**From** [REDACTED] ([REDACTED]@Derbyshire.gov.uk)

**Statement** This is to advise that [REDACTED] has requested to be booked into the following course, and you are listed as their Team Leader / Manager.

Please review this request before registration closes on 28 Jul, 09:00

Follow the link below to approve the request:  
<https://derbyshire.learningpool.com/mod/face/attendees.php?s=2203&action=approvalrequired>

Dismiss
Cancel
Accept
Reject

- From the pop up the manager needs to Accept or Reject the request.

**Warning – Do not use the Dismiss or Cancel buttons.**

*If either the Dismiss or Cancel buttons are used, the manager will not be able to get back to the enrolment request. The only way of resolving this is that the user cancels their request and the manager can then Accept or Reject.*

- A manager can check a direct reports bookings through My Team

**Team Members: 5 records shown**

All members of your team are shown below.

Name ▲	Last Login	Courses Started	Courses Completed	Competencies Achieved	Extensions
[REDACTED] <small>Plans   Profile   Bookings   Records   Appraisals   360° Feedback   Goals   Required</small>	4 Jul 2019	54	49	0	0
[REDACTED] <small>Plans   Profile   Bookings   Records   Appraisals   360° Feedback   Goals   Required</small>	28 Jun 2019	6	6	0	0
[REDACTED] <small>Plans   Profile   Bookings   Records   Appraisals   360° Feedback   Goals   Required</small>	9 Jul 2019	16	6	0	0
[REDACTED] <small>Plans   Profile   Bookings   Records   Appraisals   360° Feedback   Goals   Required</small>	1 May 2019	4	4	0	0
[REDACTED] <small>Plans   Profile   Bookings   Records   Appraisals   360° Feedback   Goals   Required</small>	8 Jul 2019	3	3	0	0