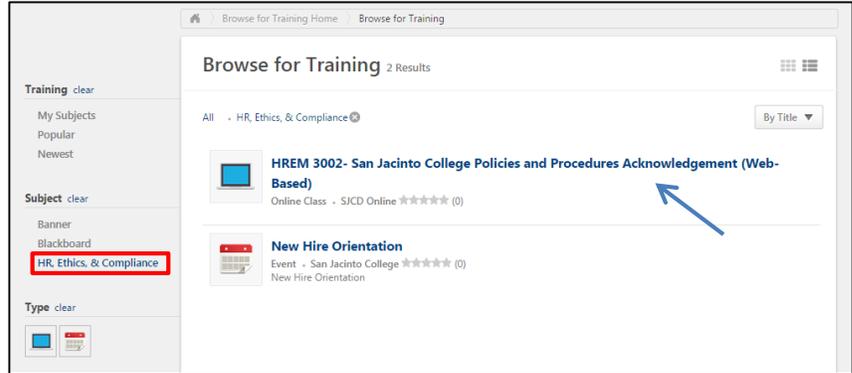


# Cornerstone Learning: Leader Quick Reference

## Catalog Search Filtering:

You are able to filter for specific trainings using the **Training**, **Subject** and **Type** filters. The Training Types below are available to filter by:

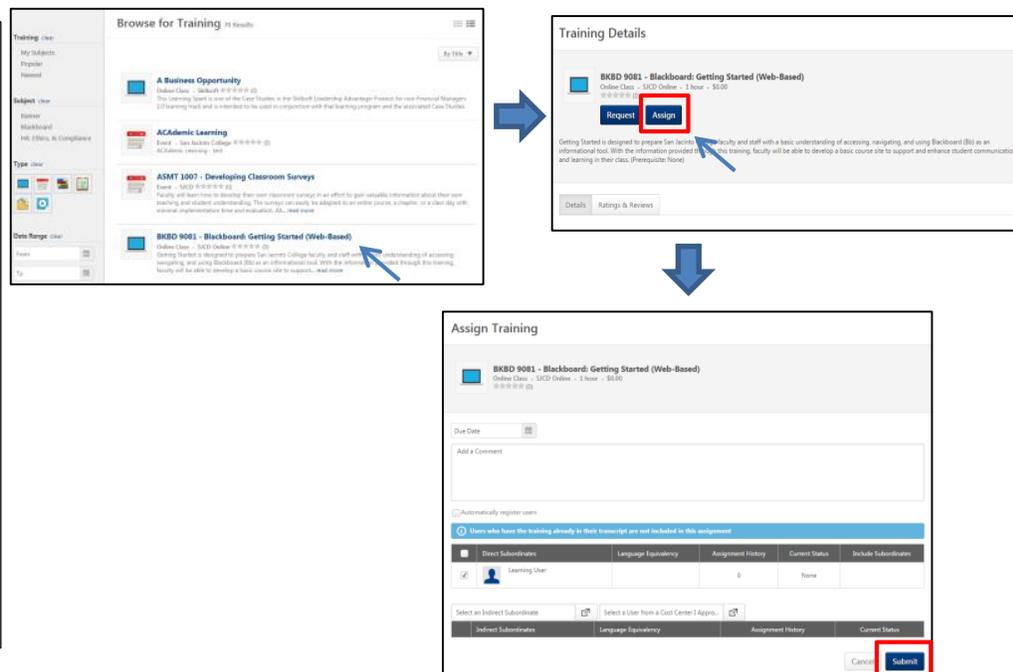
-  Online Training Session
-  Curriculum
-  Material
-  Video



## Training Session/Curricula Employee Registration/Assignment:

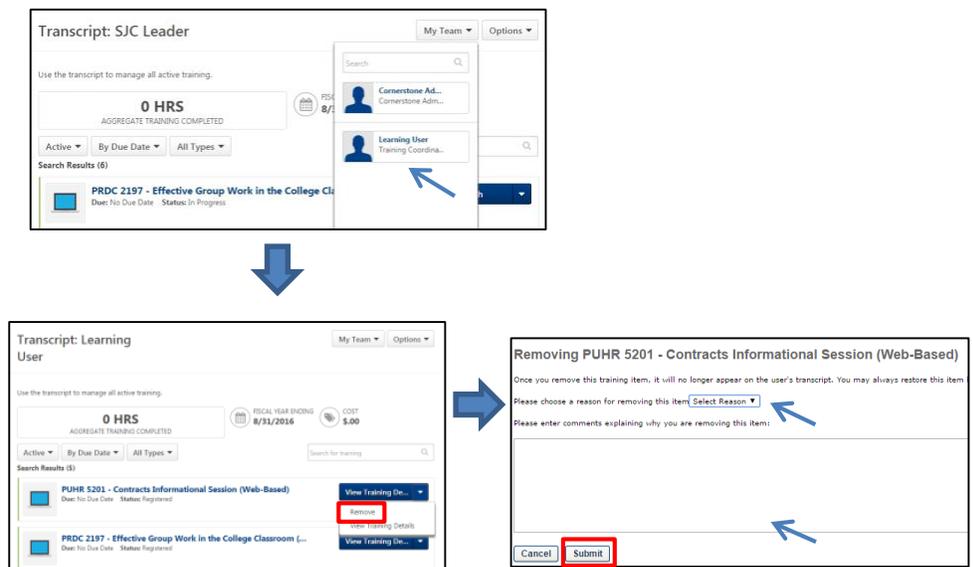
As a Leader, you are able to register your employees for training sessions and curriculum. The process is similar to registering for your own training/curricula. Once you have found the training you want to assign, select the **Assign** button. When assigning training you can set a **Due Date** and/or **Add Comments**. Once you have your employees selected, click on **Submit** to assign the training.

A curricula refers to a series of training sessions grouped by topic or job position.



## Training Session/Curricula Employee Withdrawal/Removal:

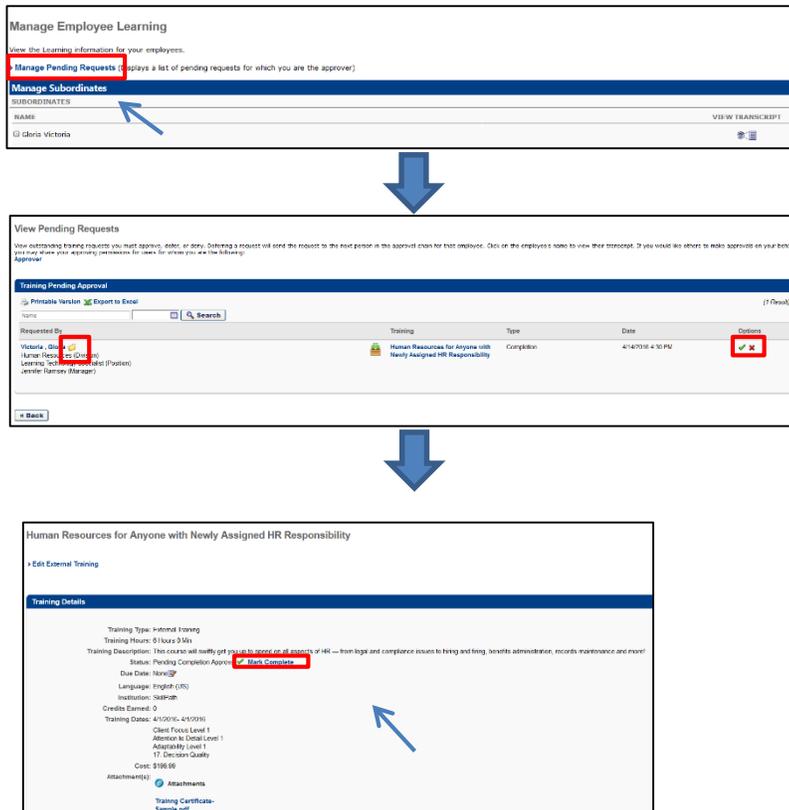
To withdraw an employee from a Training, you will start on your own **Transcript**. From inside your Transcript, select the **My Team** dropdown and then the specific employee you want to withdraw from training. You are re-directed to the employee's transcript. To withdraw the training, simply click the dropdown from the training and select **Remove**. You are brought to the removal page where you will need to select a reason for removing the training and add supporting comments.



# Cornerstone Learning: Leader Quick Reference

## Completion Approval of External Training Sessions:

As a leader, you will need to approve external training sessions that are entered and submitted by employees. Once approved, the external training session becomes a learning record in the employee's completed transcript. To approve an external training session, you start in **Manage Employee Learning** and select **Manage Pending Requests**. You can immediately approve or deny the session in the options section. If you select the folder icon , you can view the details of the external training session. After review, you can select **Mark Complete** to finalize approval.

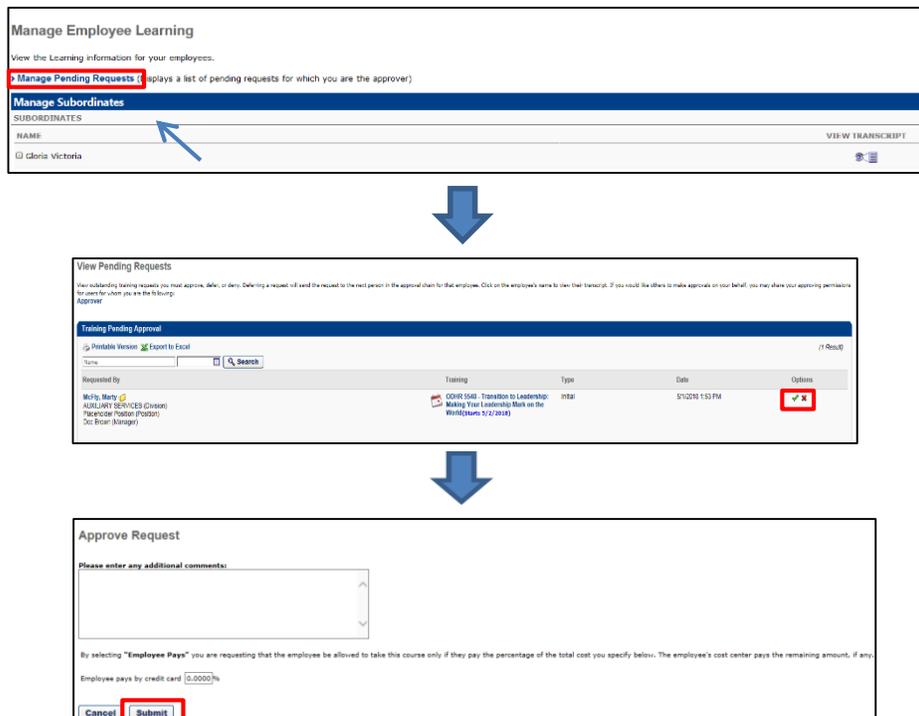


The sequence shows three screenshots:

- Manage Employee Learning**: Shows the navigation menu with **Manage Pending Requests** highlighted. An arrow points to the **Manage Subordinates** section.
- View Pending Requests**: Shows a table of pending requests. A red box highlights the **Options** column for a request. An arrow points to the **Mark Complete** icon.
- Human Resources for Anyone with Newly Assigned HR Responsibility**: Shows the details of the selected training session. A red box highlights the **Mark Complete** button.

## Training Registration Request Approval:

Approvers can manage pending training requests from the Manage Employee Learning link. To access the Manage Pending Requests page, go to the **Learning Tab** and click the **Manage Employee Learning** link. Select **Manage Pending Requests**. Find the pending request, click the **Approve**  or **Deny**  icon under the Options column. Comments can be entered in the Comments box but are not required. Click **Submit**.



The sequence shows three screenshots:

- Manage Employee Learning**: Shows the navigation menu with **Manage Pending Requests** highlighted. An arrow points to the **Manage Subordinates** section.
- View Pending Requests**: Shows a table of pending requests. A red box highlights the **Options** column for a request.
- Approve Request**: Shows a form with a **Please enter any additional comments:** text area and a **Submit** button highlighted with a red box.

### Cornerstone Support Team:

Phone: 281-998-6387 or Extension: 6387  
 Option: #1 for Learning Technology Team  
 Email: [CornerstoneSupport@sjcd.edu](mailto:CornerstoneSupport@sjcd.edu)  
 Website: [www.sanjac.edu/human-resources](http://www.sanjac.edu/human-resources)

Location:  
 San Jacinto College Human Resources  
 4620 Fairmont Parkway, Suite A-2.103  
 Pasadena, Texas 77504