

## Self-Reported Training Quick Guide for Managers

This guide will demonstrate how to review and approve (or reject) your direct reports' self-reported training submissions. Self-reported trainings are professional development activities completed outside of MetroU that a learner would like to include on their MetroU transcript.

1. When your employee submits a self-reported training, you will receive an email from MetroU the submission is pending your approval.
  - a. The email will include: the learner's name, the title of the training they attended, and the date attended.

See example email below for reference:

**From:** [noreply@sumtotalsystems.com](mailto:noreply@sumtotalsystems.com) <[noreply@sumtotalsystems.com](mailto:noreply@sumtotalsystems.com)>

**Sent:** Tuesday, February 21, 2023 8:40 AM

**To:**

**Subject:** Self-reported training request pending for Candace Robertson

The following self-reported training request/outside professional development submission is **pending your approval** for one of your reports:

Activity name: **Test submission**

Staff name: **Candace Robertson**

Start date: **2/7/2023 8:35:00 AM CST**

End date: **2/7/2023 8:35:00 AM CST**

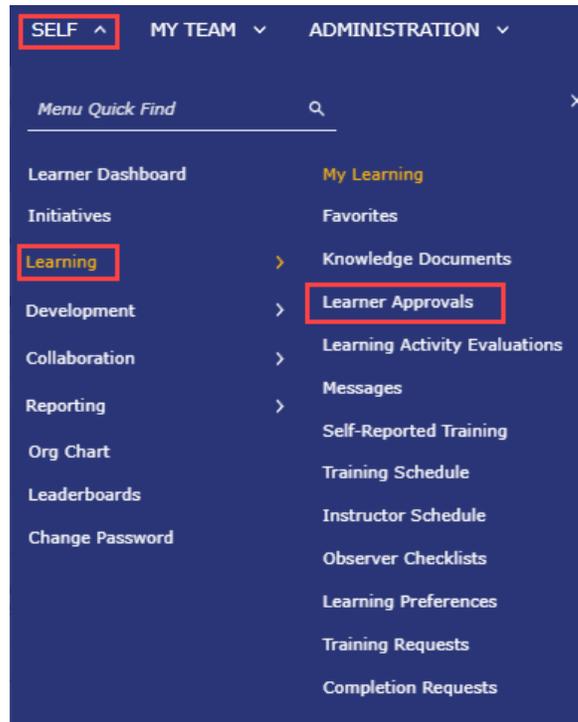
Please login to MetroU to approve or reject this item by going to SELF > Learning > Learning approvals.

This message was auto generated by MetroUniversity. Do not reply to this message.

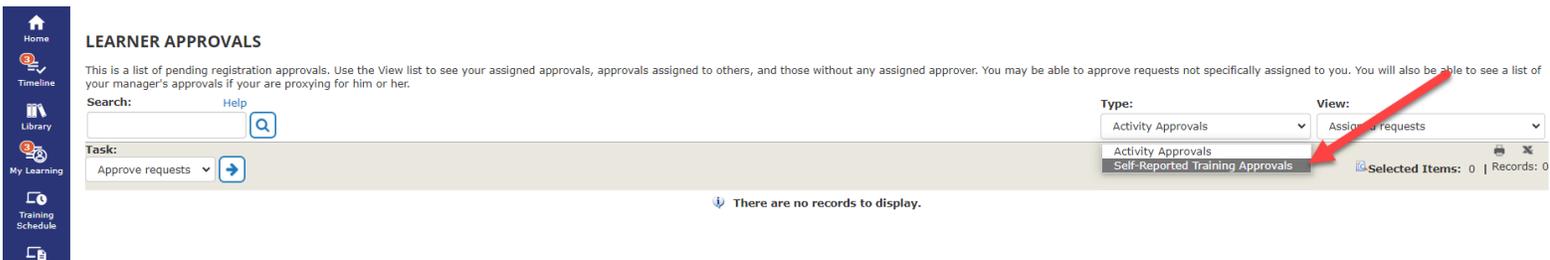
If you have any questions, please reach out to your Learning & Development Team at [training@metrolibrary.org](mailto:training@metrolibrary.org).

Make it a Learning Day!

- To view and approve or reject the pending submission log in to MetroU, then navigate to SELF < Learning < Learner Approvals.



- To view pending approvals, change the **Type:** to Self-Reported Training Approvals. Changing the drop-down to Self-Reported Training Approvals will display a list of any pending self-reported trainings assigned to you for approval.



**LEARNER APPROVALS**

This is a list of pending registration approvals. Use the View list to see your assigned approvals, approvals assigned to others, and those without any assigned approver. You may be able to approve requests not specifically assigned to you. You will also be able to see a list of your manager's approvals if you are proxying for him or her.

Search:  [Help](#)

Task: Approve requests

Type: Activity Approvals   
Activity Approvals  
Self-Reported Training Approvals

View: Assigned Requests

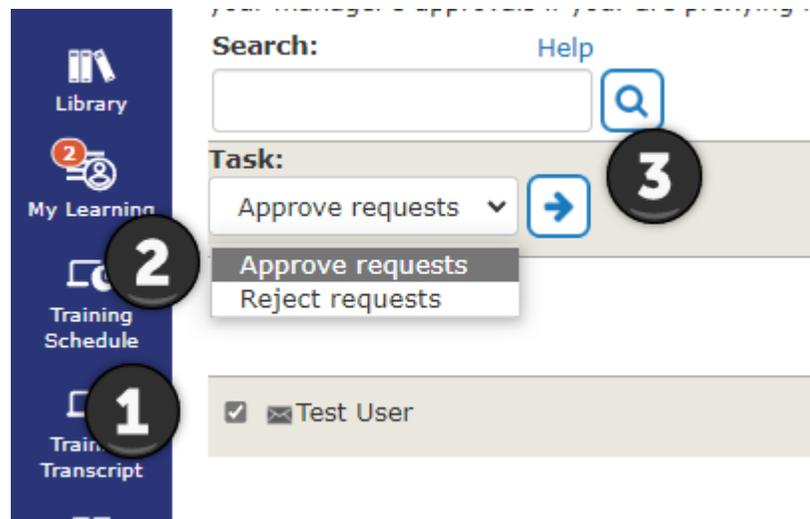
There are no records to display.

4. Review the self-reported training submitted by your staff. Review your staff's name, title of the training they attended, start and end date completed, course certificate (if applicable), and their takeaways/learner comments.

★ Tip: You can follow up with your staff via email after their submission or in a meeting to discuss the training more in depth.

User Name	Name	Code	Start Date	End Date	Approval Role	Form	Document Attached	Learner Comments
<input type="checkbox"/> Test User	Test Submission		2/22/2023	2/22/2023	SRT Approver		document	

5. To approve or reject the request select the white box next to the employee's name. Under **Task:** choose either approve requests or reject requests. Then select the  icon.



★ If you reject a staff members self-reported training submission, please be sure to clearly indicate why this submission was rejected. You can add additional comments in the notes section, covered in the next step.

6. A submission box will display after selecting the  icon. Please enter your feedback in the **Note:** section then select OK.

#### APPROVE REQUESTS

##### APPROVAL FOR TEST USER (100098)

Track Name:  
Test Submission

Start Date:  
2/22/2023

##### Learner Comments:

This training was helpful for me because I work with .... I plan to apply this training when ...

Note:

1

2

OK

CANCEL

That's it! You reviewed and approved your staff's self-reported training submission. It will display on their MetroU transcript and they will receive an email indicating it was approved or rejected, along with your comments from the **Note:** section.

#### Additional Resources:

Library – How To

- How to View and Approve Self-Reported Trainings as a Manager
- MetroU How to Submit a Self-Reported Training