

Job Aid: Approve Registration for a Team Member

Core Concepts

Who can approve Learner Enrollments?

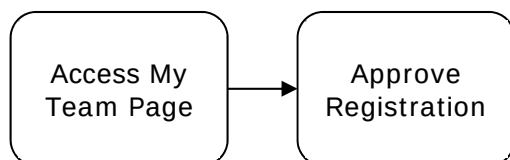
Saba Cloud allows managers to act as approvers for learner enrollments.

Can Additional Approvers be added?

Apart from a manager, an additional approver can also be assigned by the people administrator to approve learner enrollments. People administrators can assign an additional approver for an individual by using the **Additional Approver for Orders** field in the person's profile. Any enrollments registered by the individual will need to be approved by the manager and the additional approver. Any user in the system can be assigned as an additional approver.

Process

Process flow



Process steps

Step	Action
1. Access Team Overview	Navigate to: Menu > My Team
2. Approve Registration	<i>Note: If a team member has registered for a class requiring manager approval, the message Requires your Attention displays beside the user along with a Pending Approvals link. It's also possible a manager will receive a notification via email or through the message center.</i> - Click the Pending Approvals link next to the learner. - To approve the registration: - Select the Approve option from the drop-down menu. The Approve window displays. - Enter a reason if needed. - Click the Done button. ➤ <i>Note: See Additional Information below for information on Additional Approvers.</i> - To cancel the user's registration: - Select the Drop option from the drop-down menu. ➤ <i>Note: If drop charges exist for the class, they will be applied when this option is selected. To cancel the registration with applying drop charges, select the Reject option instead.</i>

Step	Action
	- To reject the registration: - Select the Reject option from the drop-down menu. ➡ <i>Note: You can also perform these actions through the message center. This is the inbox located in the top right corner.</i>

Additional Information

Additional Approvers

When learners register for a class, people designated as additional approvers for those learners receive notifications in their message center. The additional approvers can then either accept or reject the enrollment.

For example, an employee may be reporting to two managers of different business units in a company and a registration would require the approval of both the managers. In such a case, one of the managers would be designated as the direct manager and the other manager would be designated as an additional approver. When a team member enrolls for a class, the direct manager receives a notification to approve or reject the enrollment. If the direct manager rejects the enrollment, then the enrollment is cancelled. If the direct manager approves the enrollment, then a notification is sent to the additional approver. If the additional approver rejects the enrollment, then the enrollment is cancelled. If the additional approver approves the enrollment, then the team member can attend of the class.

Use Case: An organization may require the approval of multiple persons for a learner's registration. This can be for a variety of reasons, including cost management, instructor class management or group administration management.

➡ *Note: There is a privilege on the order component that allows a user to approve on behalf of others. If a registration approval is needed, this privilege "**Can approve or reject enrollment request to bypass the approval flow**" added to security role allows the admin to approve for others on class roster. Approval will bypass the entire approval workflow. This is needed for when a learner gets stuck in a status and their approver is unable to approve.*

References

- Saba Online Help
- http://sabacloud.com/support/index.php/Main_Page