

How to Request Permission to Assign Training to your Organization

Click: the **magnifying glass** in the upper right corner of the SLU home page to expose the **Search Spillet Leadership University** search box at the top of the page.



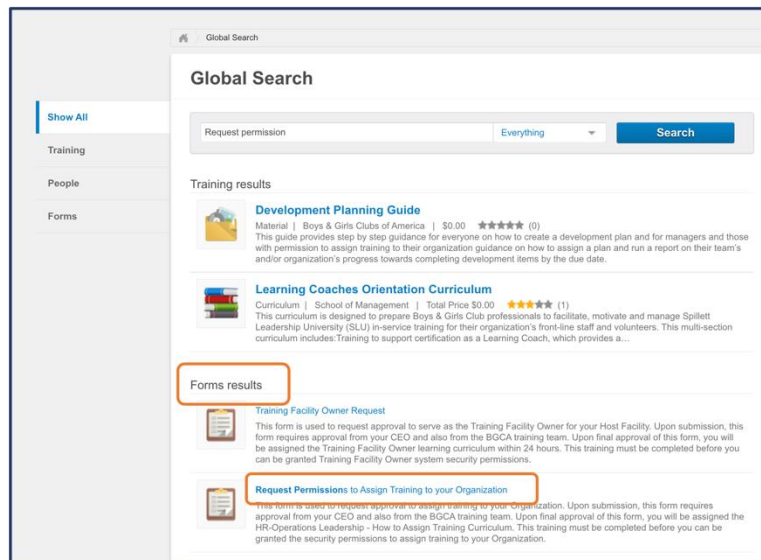
Type: **Request Permission** in the search box

Press: the **Enter/Return** key on your keyboard

From the Global Search page,

Locate: the **Forms Results** section

Click: **Request Permission to Assign Training to your Organization**



Read: the entire form

Verify: your email address, first name and last name are correct. If they aren't, please exit the form and make the updates on your 'myBGCA.net' profile.

Click: the box under **Acknowledge Request for Assigner Permissions**



Click:

Submit for Approval

Request Permissions to Assign Training to your Organization

This form is used to request approval to assign training to your Organization. Upon submission, this form requires approval from your CEO and also from the BGCA training team. Upon final approval of this form, you will be assigned the HR-Operations Leadership - How to Assign Training Curriculum. This training must be completed before you can be granted the security permissions to assign training to your Organization.

All fields marked with an asterisk are required.

ASSIGNER OF TRAINING
The ability to assign training requires special administrator permissions in SLU. I understand I am requesting this permission and that my request will need to be approved by my CEO and the BGCA Staff. If my request is approved, I understand I will be assigned training that I must complete before receiving the permissions.

APPLICANT ACTION
If you wish to proceed with this application, confirm your email address is correct, click the checkbox acknowledging you are requesting these permissions and then click the **Submit** button.
If you do not wish to proceed with this application, you may simply close the form.
Once this application is submitted and approved by your CEO and the BGCA Staff, it may take up to 24 hours to be assigned "HR-Operations Leadership - How to Assign Training Curriculum". Once assigned, you will receive an email letting you know and the curriculum will appear on your learning transcript in the SLU portal.
The email address we have on file for you appears below. If it is incorrect or missing, update your email via your www.mybgca.net profile before submitting this form for approval.

Email

ACKNOWLEDGE AND AGREE:
By checking the box below and submitting this form, I officially apply to be an Assigner of Training for my Organization and agree to abide by the guidelines and commitments outlined in this form.

Acknowledge Request for Assigner Permissions *
☐

First Name *

Last Name *

Once the form is submitted, your organization's CEO will receive an email asking him/her to approve your request.

After the CEO approves your request, the SLU Administrator receives an email requesting to approve your form.

After your request is approved by both parties, you will receive an email notifying you that the approvals are complete. Next you will be assigned a training curriculum called **Learning Assignment Tool Curriculum**. It can take up to six hours between the time all approvals are completed, and the curriculum appears on your transcript.

After you complete the curriculum, permission to assign training is granted. It can take up to six hours between training completion and security permissions assignment. Also, you must log out and back into SLU after permission is granted to access the Learning Assignment Tool.

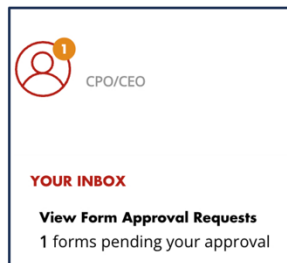
CEO Instructions on How to Approve Pending Requests

In the upper left corner of the SLU home page,

Click: The **number** next to your profile icon



Click: **View Form Approval Requests**



Click: The **green check mark** to approve the request.
The **red X** to deny the request.

Approval Progress that steps and progress in the approval process.
View to view the submitted form with the option to add comments and approve/deny the request.

