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 Spillett Leadership University** search box at the top of the page.
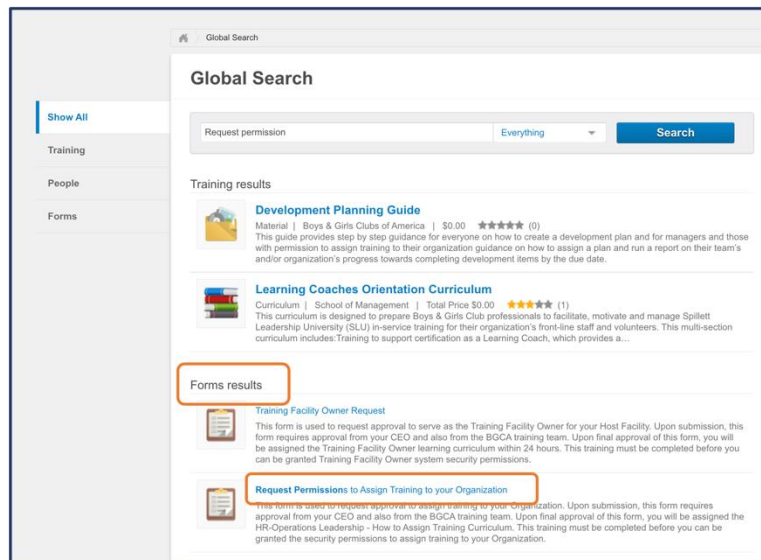

Type: **Request Permission** in the search box

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**

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.
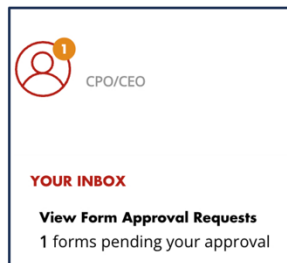
CEO Instructions on How to Approve Pending Requests

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.