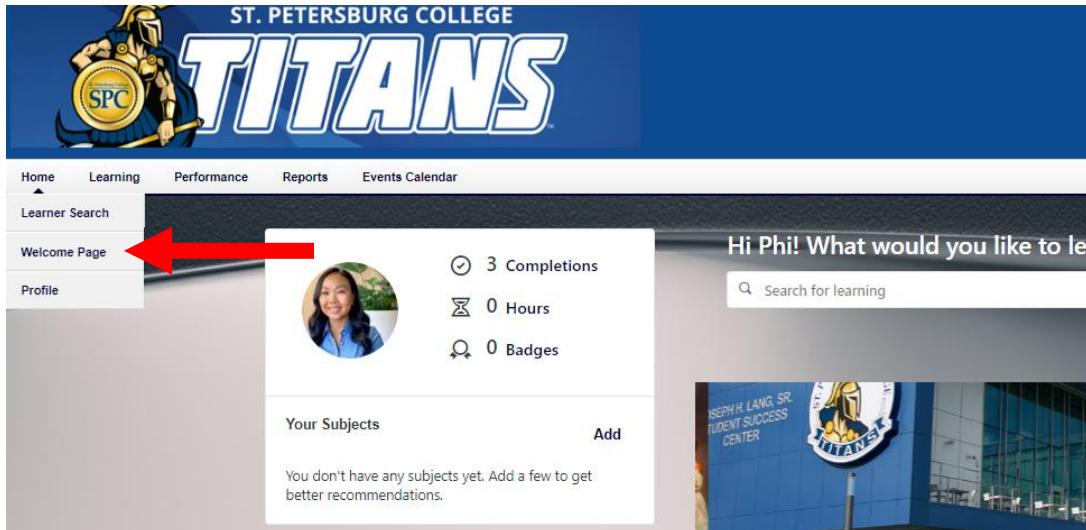


How to Approve or Deny a Goal-for Managers

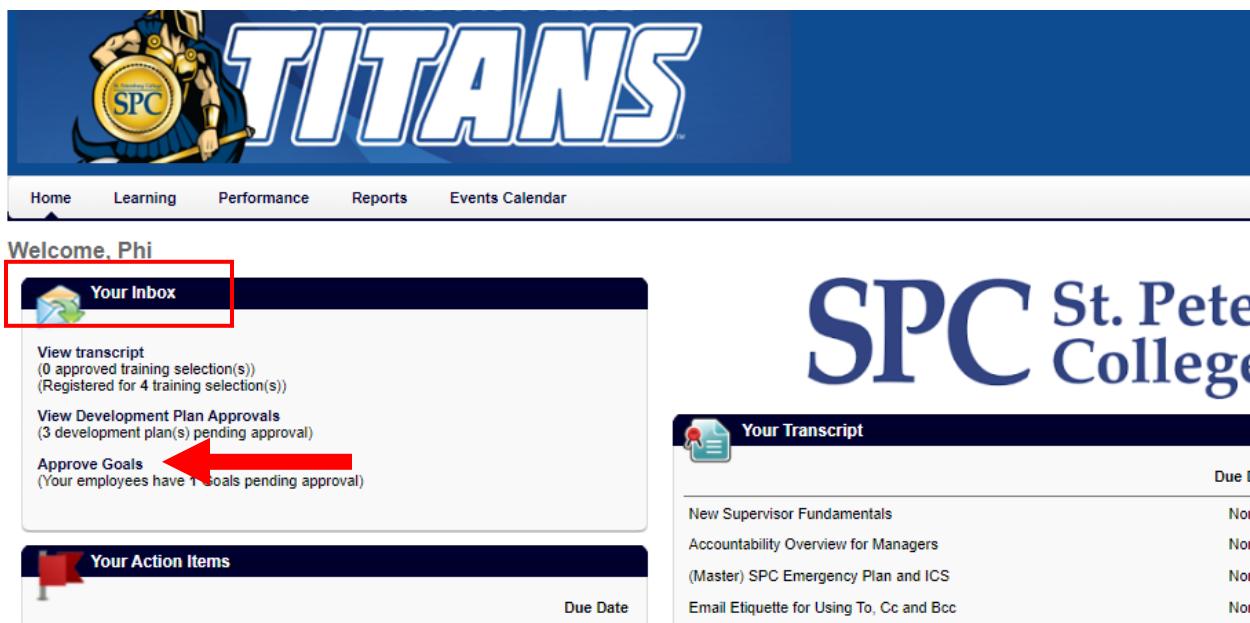
*These instructions are for managers that have received an email indicating that one of their direct reports has submitted a goal for approval.

1. From your Cornerstone homepage, go to Home > Welcome Page.



The screenshot shows the St. Petersburg College Cornerstone homepage. At the top, there is a banner with the college's logo and the word "TITANS". Below the banner, a navigation bar includes links for Home, Learning, Performance, Reports, and Events Calendar. A "Learner Search" section is on the left. A red arrow points to the "Welcome Page" link in the sidebar. The main content area shows a profile picture of a person, statistics (3 Completions, 0 Hours, 0 Badges), and a message: "Hi Phi! What would you like to learn?". Below this is a search bar and a photo of the college's building.

2. From your Welcome Page find Your Inbox and click on “Approve Goals”.



The screenshot shows the St. Petersburg College Cornerstone homepage with a "Welcome, Phi" message. A red box highlights the "Your Inbox" link in the sidebar. Below it, under "View Development Plan Approvals", a red arrow points to the "Approve Goals" link, which is described as "(Your employees have 1 goals pending approval)". To the right, there is a "Your Transcript" section showing a list of courses with their due dates.

Course	Due Date
New Supervisor Fundamentals	Non
Accountability Overview for Managers	Non
(Master) SPC Emergency Plan and ICS	Non
Email Etiquette for Using To, Cc and Bcc	Non

3. (Option 1) If you want to review the goal prior to approval. From the Pending Goals page, locate the employee's goal that is pending approval, and click on "Approve/Deny" .

Pending Goals

You may individually, or as a group, view, approve, or deny the Goals.

Check / Uncheck All Include Goals for inactive users

Pending Goals		Options	
Select	User <input type="button" value="User"/>	Title <input type="button" value="Title"/>	
<input type="checkbox"/>	Testing User1	SMART Goal Template	 <input type="button" value="Approve/Deny"/>

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4. After reviewing the goal, scroll to the bottom of the page and click on "Approve" or "Deny"

Start Date Due Date

SPC Pillar

Targets

Attachments

Upload up to 3 attachments. Maximum upload 1MB

Visibility Allow other users to see and align

Comments



5. (Option 2) If you do not need to review the goal, select the user's name and click directly on "Approve Request" or "Deny Request". Your direct report will receive an email indicating that their goal has been approved.

Pending Goals

You may individually, or as a group, view, approve, or deny the Goals.

Check / Uncheck All Include Goals for inactive users

Pending Goals		
Select	User <input type="button" value="User"/>	Title <input type="button" value="Title"/>
<input type="checkbox"/>	Testing User1	SMART Goal Template

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