INTRODUCTION TO CORNERSTONE FOR MANAGERS

How to View Team Information

To view profiles and transcripts for your direct reports:

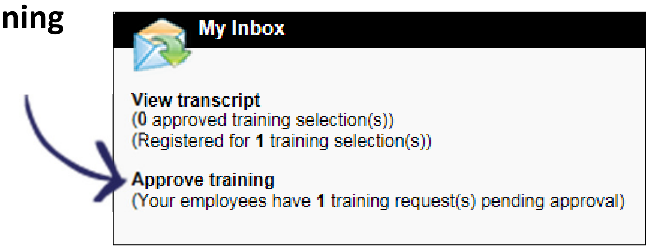
1. When you login to Cornerstone, click on **photo icon** in upper right corner of the page to access your profile.
2. Scroll down to the **Team** section.*
3. Click on employee name to view their profile. From employee profile page, you can click on the Transcript tab to view upcoming training (Active) and training history (Completed) for employee.

If the information listed in the Team section is incorrect (e.g. one of your direct reports is not listed), contact your Department Training Coordinator or HR to update it accordingly.

How to Approve Training Requests

When one of your direct reports registers for a class that requires approval, you will receive an approval request email.

1. When you login to Cornerstone, go to **My Inbox** on the bottom right corner of the page.
2. Click on **Approve training**



3. You will be directed to the **View Pending Requests** page. From here, you can view:

Employee that requested training — **Title and date of course** — **Date request was made** — **Approve / Deny buttons**

Requested By		Training	Type	Date	Options
Bael , Ryan Executive Departments (Div) (Division) Adrian Faro (Manager)		**Racial Equity Toolkit** (Starts 12/23/2014)	Initial	12/14/2014 1:41 PM	✔ ✖

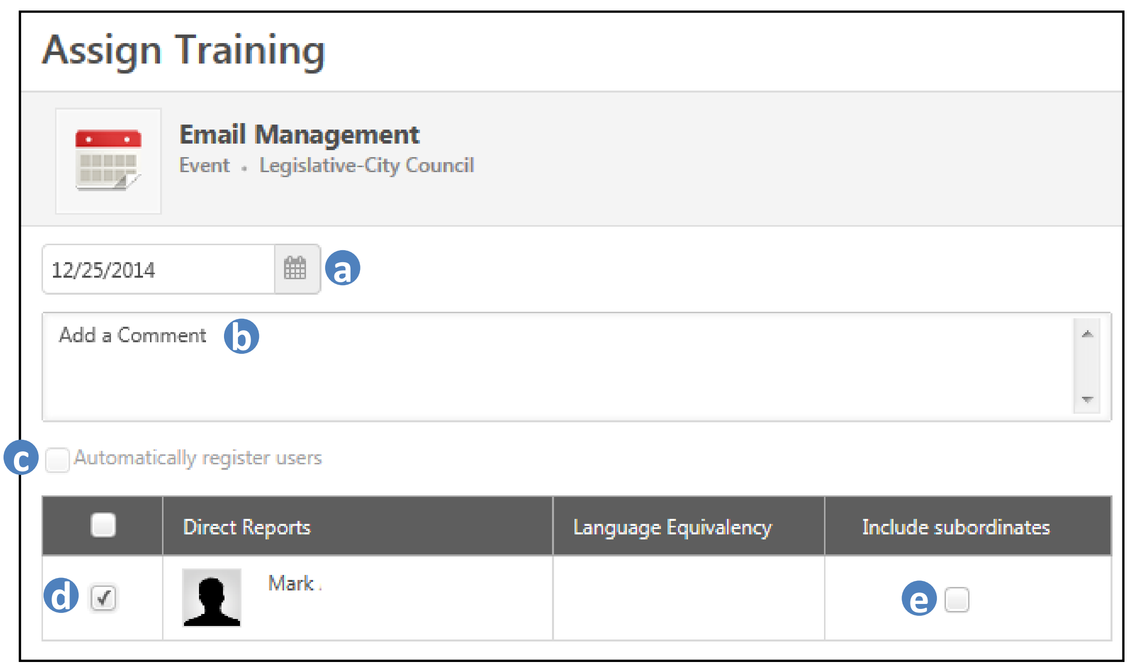
4. To approve a request, click on the **green checkmark** under the Options column.
   To deny a request, click on the **red x** under the Options column.

5. Add supporting comments and click **Submit**.
   (Comments will be added to user history in the roster. This information will be accessible by Training Administrators)

How to Assign Training

To assign training to your direct reports:

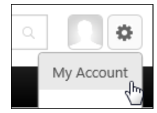
1. Use the search tool, course catalog or event calendar to look-up the course you want to assign. Click on the course title to view **Training Details.**
2. From the Training details page:
    a) If you want to assign the course but not a specific date, click on the **Assign** button at the top of the page.
    b) If you want to assign a specific date for your direct report to take the training, select **Assign** in the drop-down to the right of the desired session date.
3. From the **Assign Training** page:
    a) If desired, specify a due date to complete training *(this option will only be available if you are assigning a course but not specifying which session)*.
    b) Add comments (optional).
    c) Select the “automatically register users” checkbox. *(this option will only be available if you are assigning a specific session)*
    d) Select which direct reports should be assigned the training by clicking the checkbox to the left of the employee name.
    e) If one of your employees has their own direct reports, you will see a checkbox available under the “include subordinates” column. If you check this box, the training will also be assigned to everyone that directly reports to that individual.



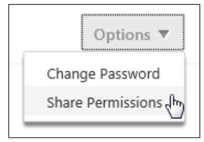
4. Click **Submit**. The training will now be loaded to the transcripts of your employees and an email will be sent to each employee telling them they have been registered for the class.

How to Share Permissions

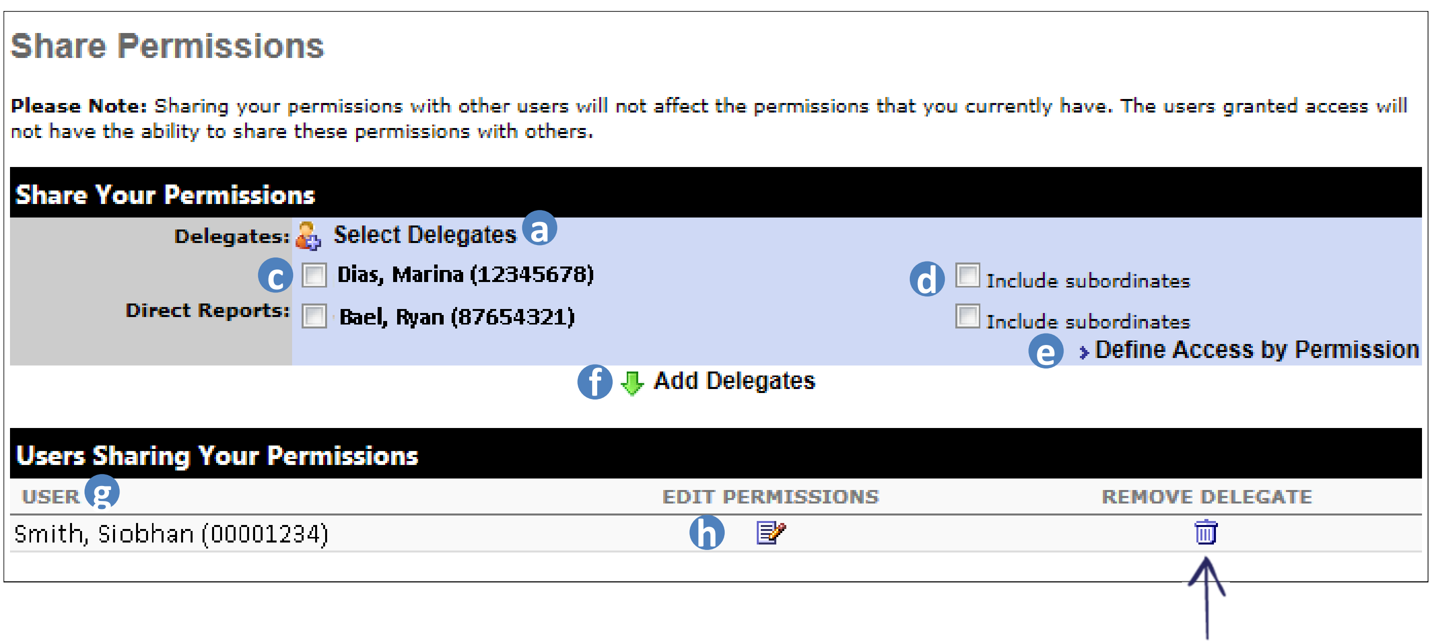
You have the ability to share your permissions with other users. For example, you may need to give someone else the ability to approve training for your employees or to assign training.



1. Click on the settings icon in the upper right corner of the page and select **My Account.**



2. On the Preferences page, click on the Options drop-down and select **Share Permissions.**
3. From the **Share Permissions** page:
   a) Click on the **Select Delegates** link.
   b) Select the individual you are giving permissions to by clicking on the blue plus icon next to the employee name and then click **Done**.
   c) Select the direct reports you want to give the delegate access to by clicking the checkbox to the left of the employee name.
   d) If you want to include access to indirect reports, select the “include subordinates” checkbox.
   e) To restrict the permissions shared, click on the **Define Access by Permission** link. Select the permissions you want to share (such as Assign Training) and then click **Save**.
   f) Click on the **Add Delegates** link.
   g) The delegate you selected will now be listed in **Users Sharing Your Permissions**.
   h) To verify which permissions are shared, click on the notebook icon under the Edit Permissions column.

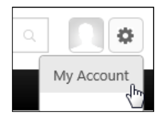


4. To stop sharing permissions, click on the trash icon under the **Remove Delegate** column.

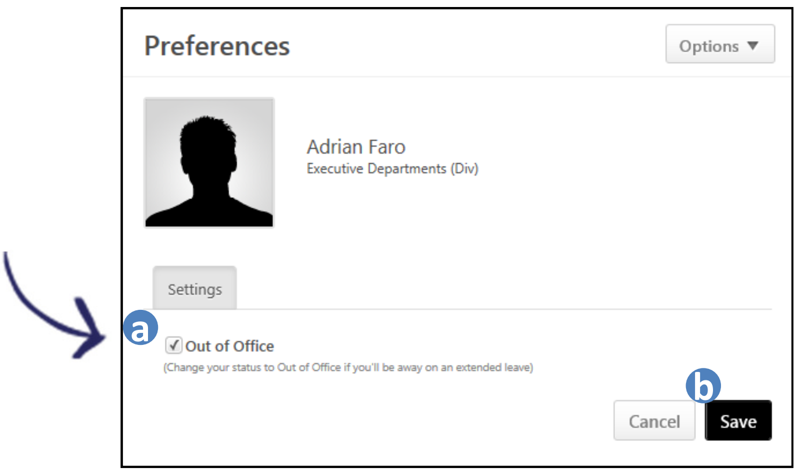
Out of Office

If you will not have access to Cornerstone for an extended period due to a vacation, planned absence or other reason, you'll want to select the "**out** of the **office**" setting in Cornerstone. This notifies the system that you are unavailable, and thus, the system defers any approval requests to your manager. Alternatively, you could also share permissions (page 3) with another user while you are away to approve and assign training in your absence.

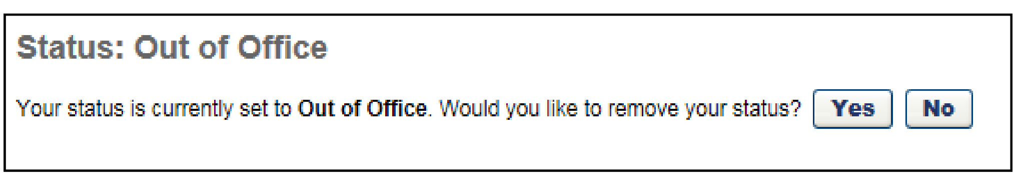
1. Click on the settings icon in the upper right corner of the page and select **My Account.**



2. On the Preferences page:
   a. Select the **Out of Office** checkbox**.**
   b. Click **Save.**



The next time you login to Cornerstone, you will see this message:



- Select **Yes** to turn off the "out of office" setting.
- Select **No** to keep the "out of office" setting activated.