



Approve a Student

Step 1: Navigate to <https://eLearning.Heart.org/trainingcentral> and select **Sign In**

The screenshot shows the eLearning Training Central homepage. At the top left, there is a navigation bar with the eLearning logo and a 'Sign In' button. A red arrow points to this button. Below the navigation bar, the page displays a welcome message: 'Welcome to Training Central™' followed by the text 'Your new home for managing and assigning AHA eLearning and eBooks! Easy. Convenient. Secure.' Below this, there is a section titled 'Designed for You:' with a bulleted list of features:

- Easy-to-navigate view of available, in-progress, and completed products
- Straightforward course assignment process
- Customizable email templates for assignments, reminders to students, and more
- Flexible student management with groups, filters, and ability to archive records
- Important and relevant AHA news & updates in the Message Center
- Centralized listing of student course & skills session completions for easy reporting
- Training resources, videos, and bi-weekly webinars to help you get the most out of Training Central

Step 2: Navigate to **Settings** and select **Manage Requests**

The screenshot shows the Training Central Settings menu. The 'Settings' dropdown menu is open, and a red arrow points to the 'Manage Requests' option. The main content area shows a table of courses with columns for 'COURSE', 'INVENTORY', 'ASSIGNED', 'IN PROGRESS', 'COMPLETE', and 'FAILED'. The table contains two rows of data:

COURSE	INVENTORY	ASSIGNED	IN PROGRESS	COMPLETE	FAILED
[blurred]	4	0	1	0	0
[blurred]	5	0	0	0	0

Below the table, it says 'Showing 1 to 2 of 2 entries' and there is a pagination button labeled '1'.



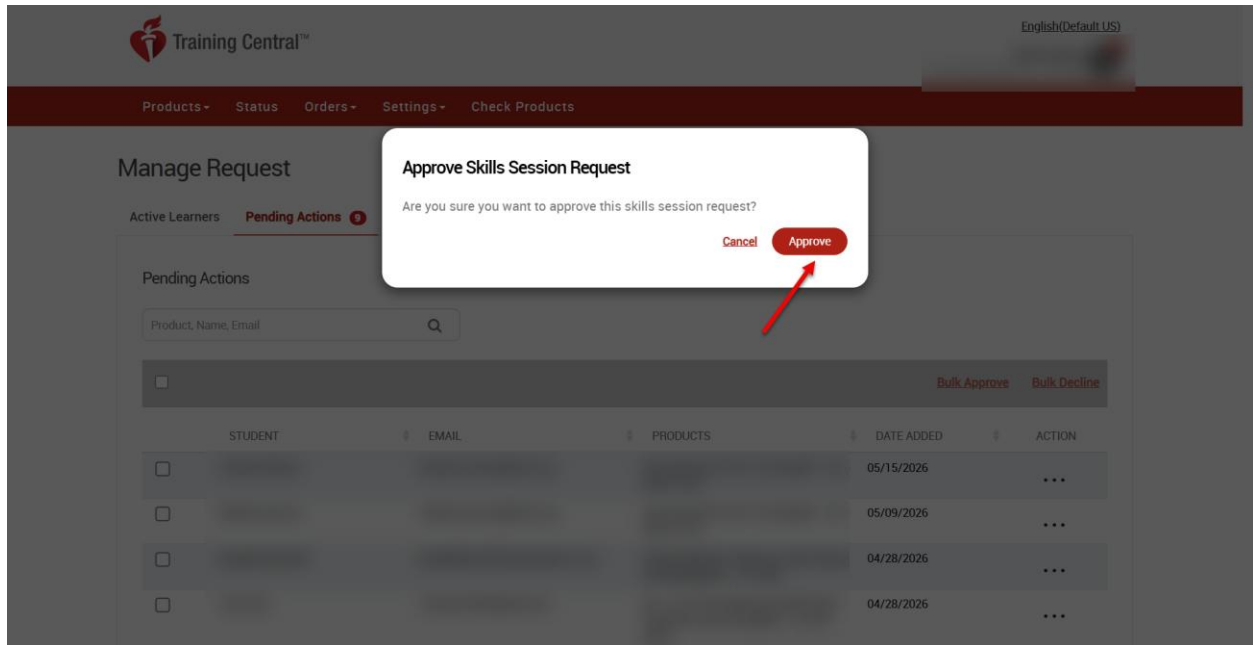
Step 3: Navigate to the **Pending Requests** tab

The screenshot shows the 'Manage Requests' page in Training Central. The 'Pending Actions' tab is selected and highlighted with a red circle and a red arrow. The page includes search filters for Product Name, Product Status, Completion Date, and Skills Check. There is an 'Export' button and a 'Clear Search' link. The table below the filters is partially visible.

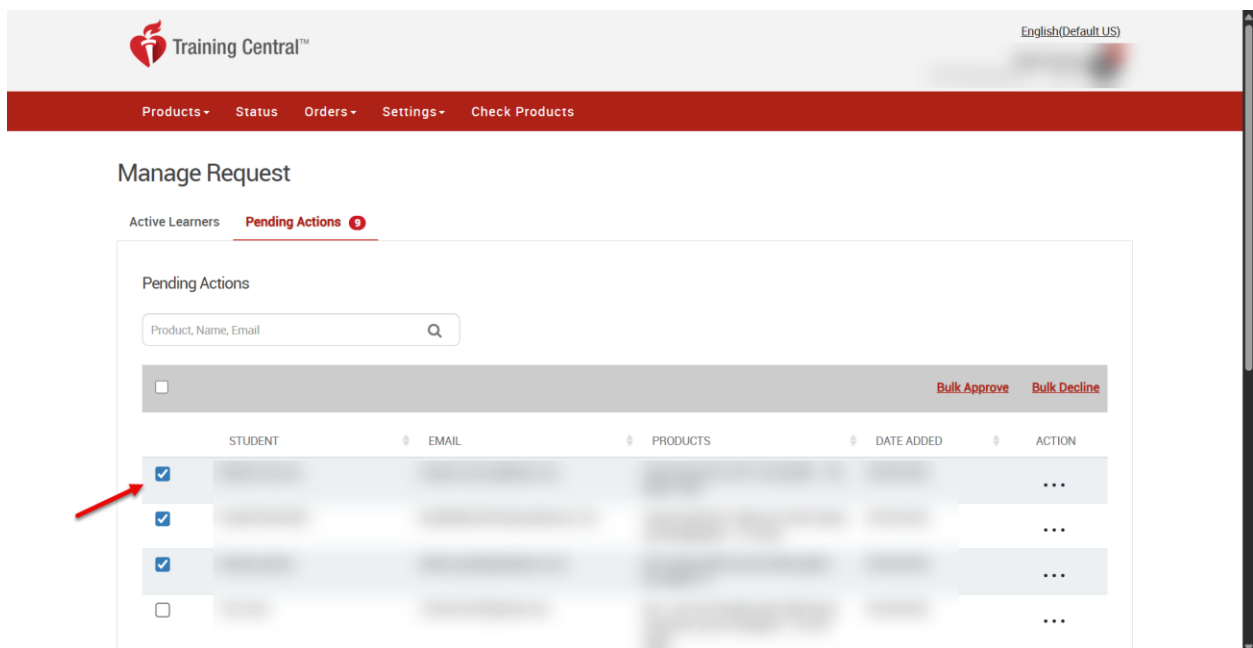
Step 4: Find the student you need to approve, select the ellipsis (...), and choose **Approve**. To bulk approve, skip to step 6.

The screenshot shows the 'Manage Request' page in Training Central. The 'Pending Actions' tab is selected. The page includes a search filter for Product Name, Email. There are 'Bulk Approve' and 'Bulk Decline' buttons. The table below has columns for Student, Email, Products, Date Added, and Action. A dropdown menu is open for the first row, showing 'Approve' and 'Decline' options, with a red arrow pointing to the 'Approve' option.

Step 5: When the pop-up message appears, select **Approve**.



Step 6: Select the check box next to each student you need to approve. After all required students are selected, choose **Bulk Approve**.



Training Central™ English(Default US)

Products - Status Orders - Settings - Check Products

Manage Request

Active Learners **Pending Actions** 3

Pending Actions

Product, Name, Email

[Bulk Approve](#) [Bulk Decline](#)

	STUDENT	EMAIL	PRODUCTS	DATE ADDED	ACTION
<input checked="" type="checkbox"/>					...
<input checked="" type="checkbox"/>					...
<input checked="" type="checkbox"/>					...
<input type="checkbox"/>					...

Step 7: When the pop-up message appears, select **Approve**.

Training Central™ English(Default US)

Products - Status Orders - Settings - Check Products

Manage Request

Active Learners **Pending Actions** 3

Approve Skills Session Requests
Are you sure you want to approve 3 skills session requests?

[Cancel](#) [Approve](#)

Pending Actions

Product, Name, Email

[Bulk Approve](#) [Bulk Decline](#)

	STUDENT	EMAIL	PRODUCTS	DATE ADDED	ACTION
<input checked="" type="checkbox"/>				05/15/2026	...
<input checked="" type="checkbox"/>				05/09/2026	...
<input checked="" type="checkbox"/>				04/28/2026	...
<input type="checkbox"/>				04/28/2026	...