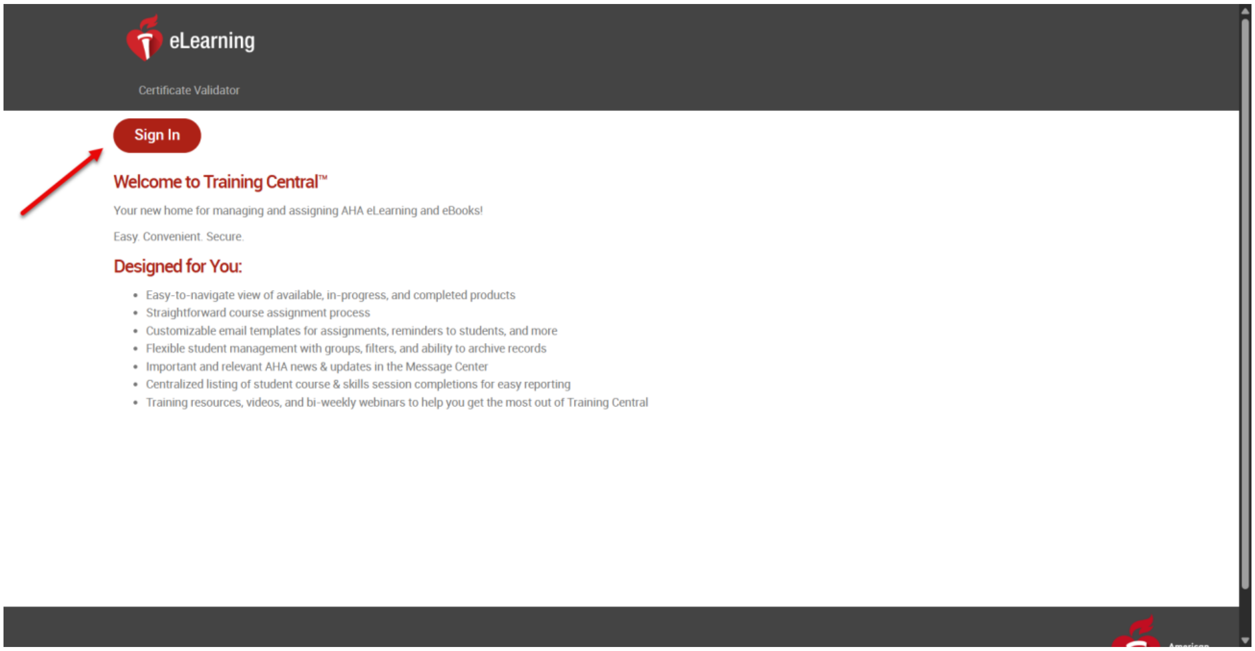
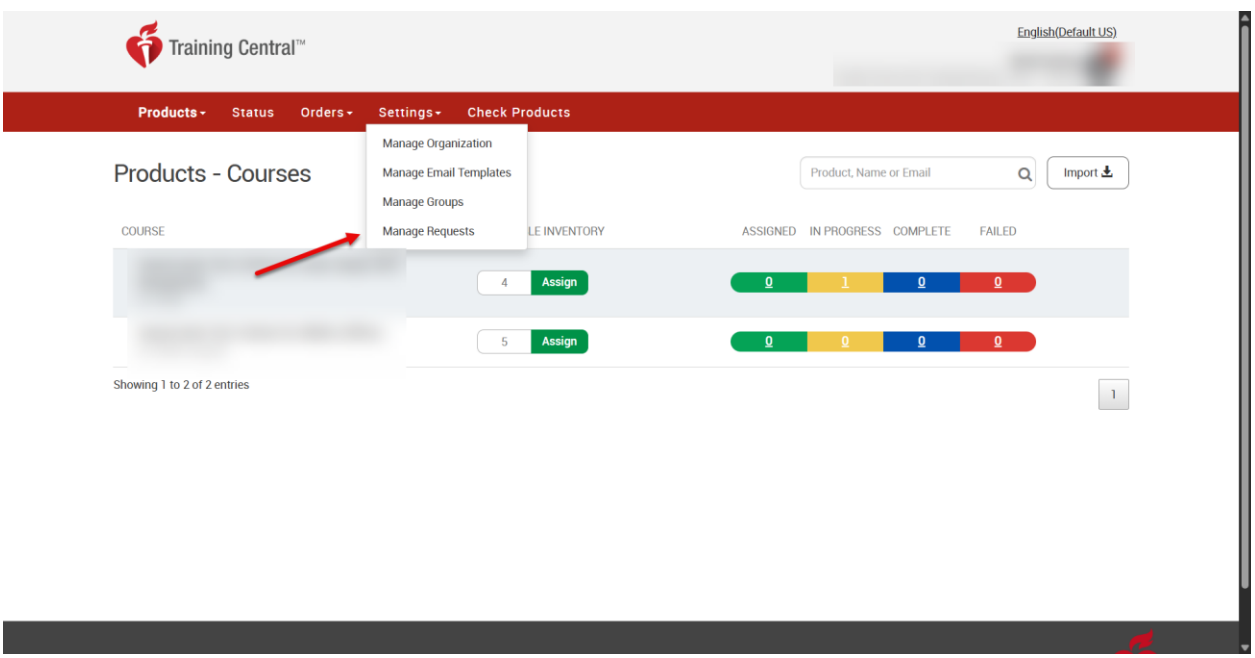
Approve a Student

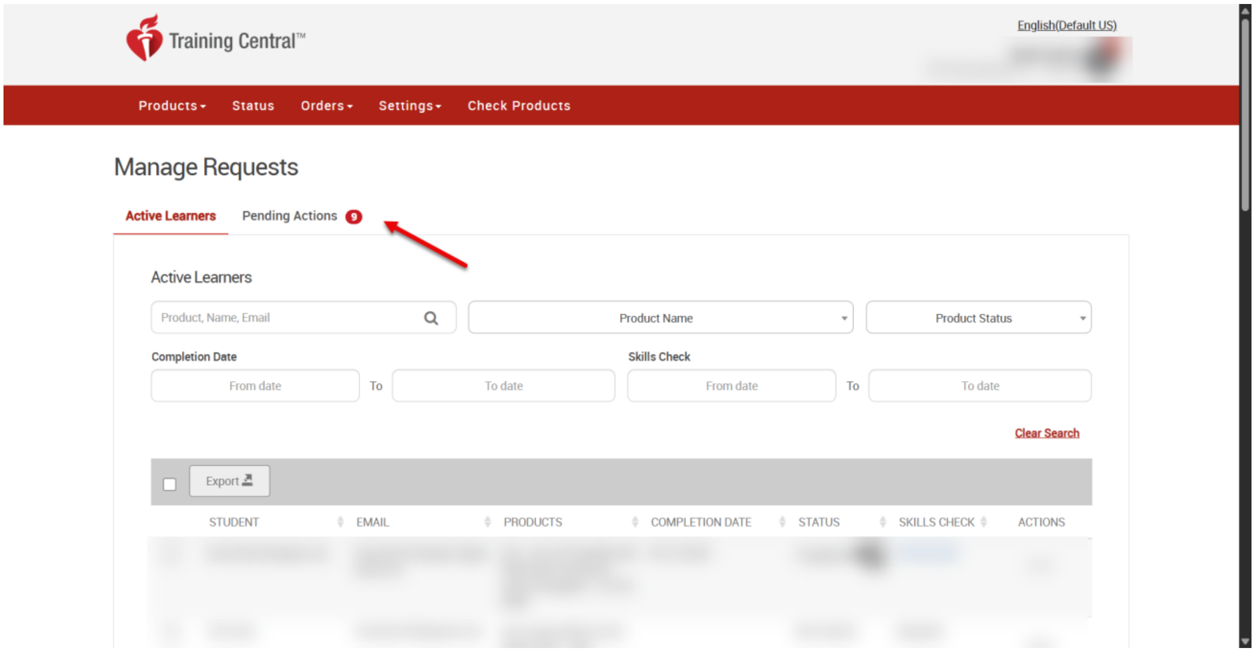
Step 1: Navigate to https://eLearning.Heart.org/trainingcentral and select **Sign In**



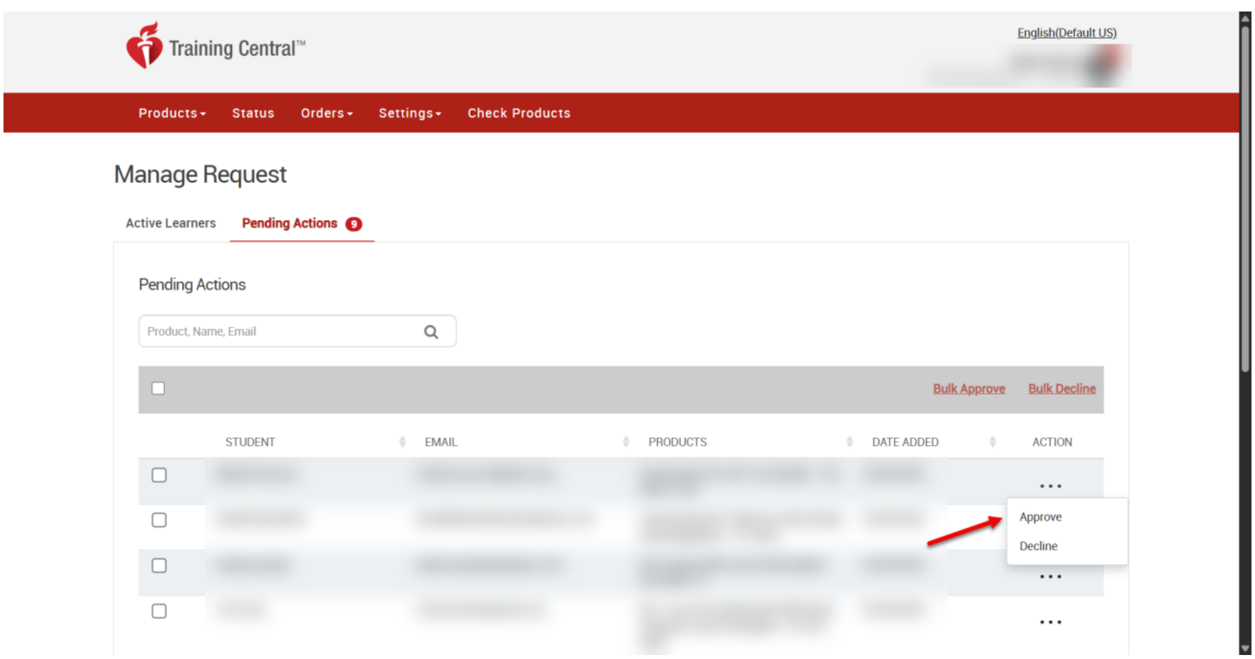
Step 2: Navigate to **Settings** and select **Manage Requests**



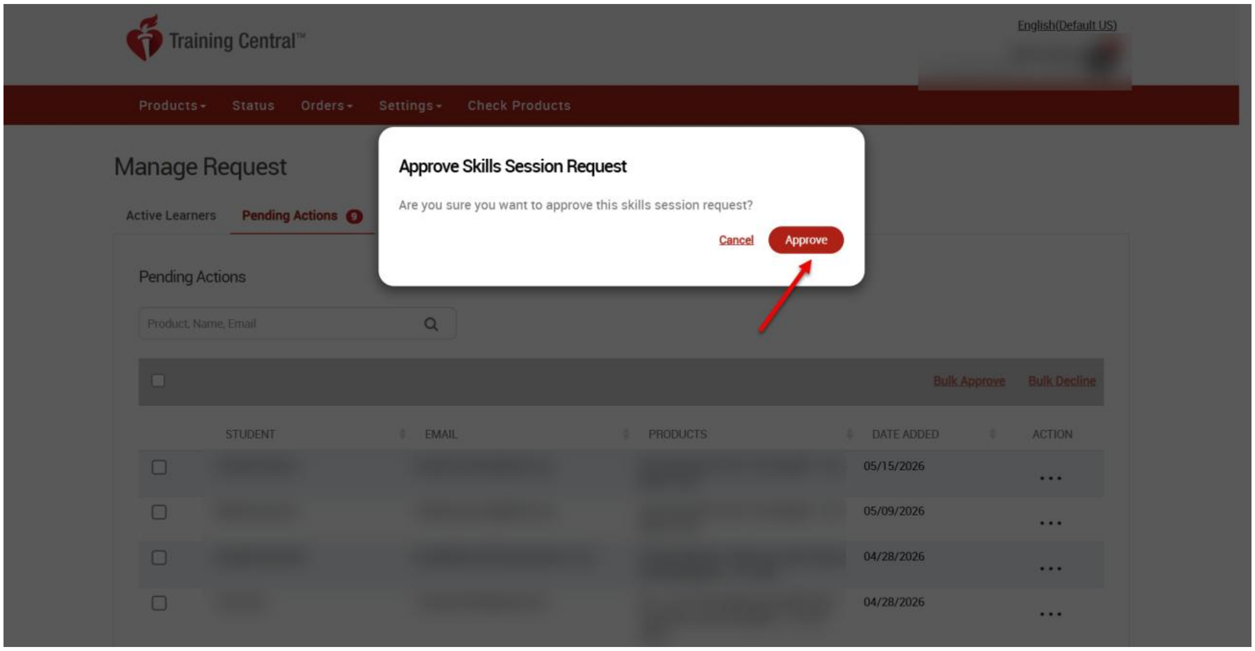
Step 3: Navigate to the **Pending Requests** tab



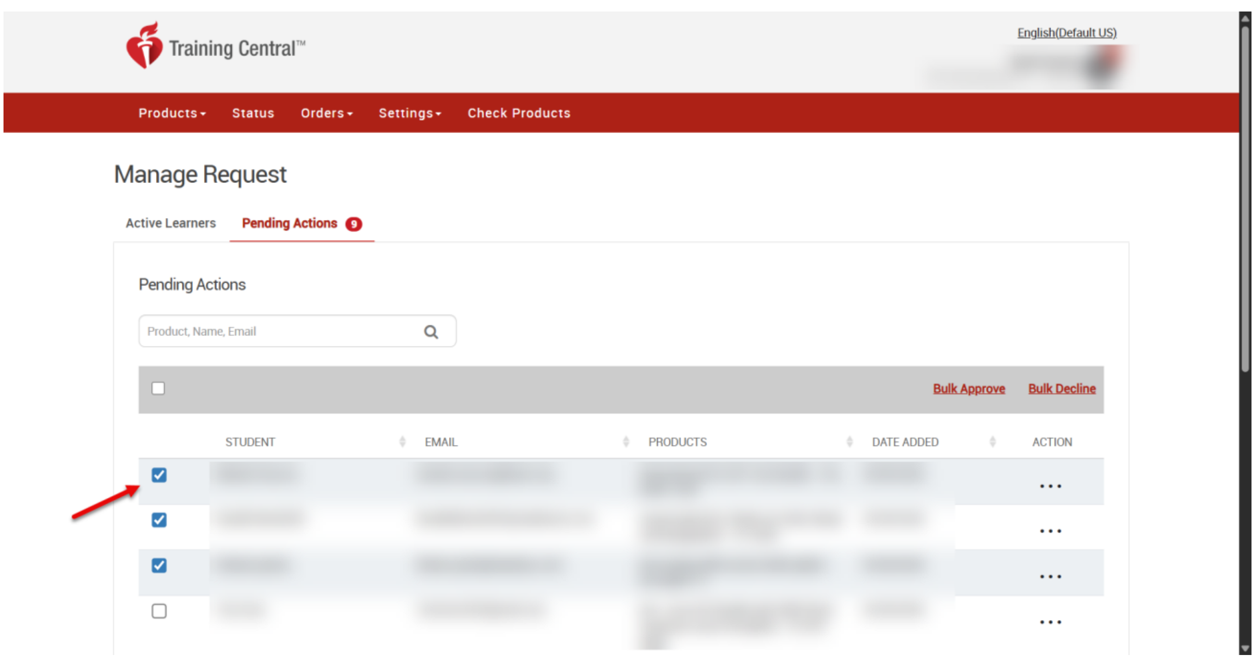
Step 4: Find the student you need to approve, select the ellipsis (**...**), and choose **Approve**. To bulk approve, skip to step 6.

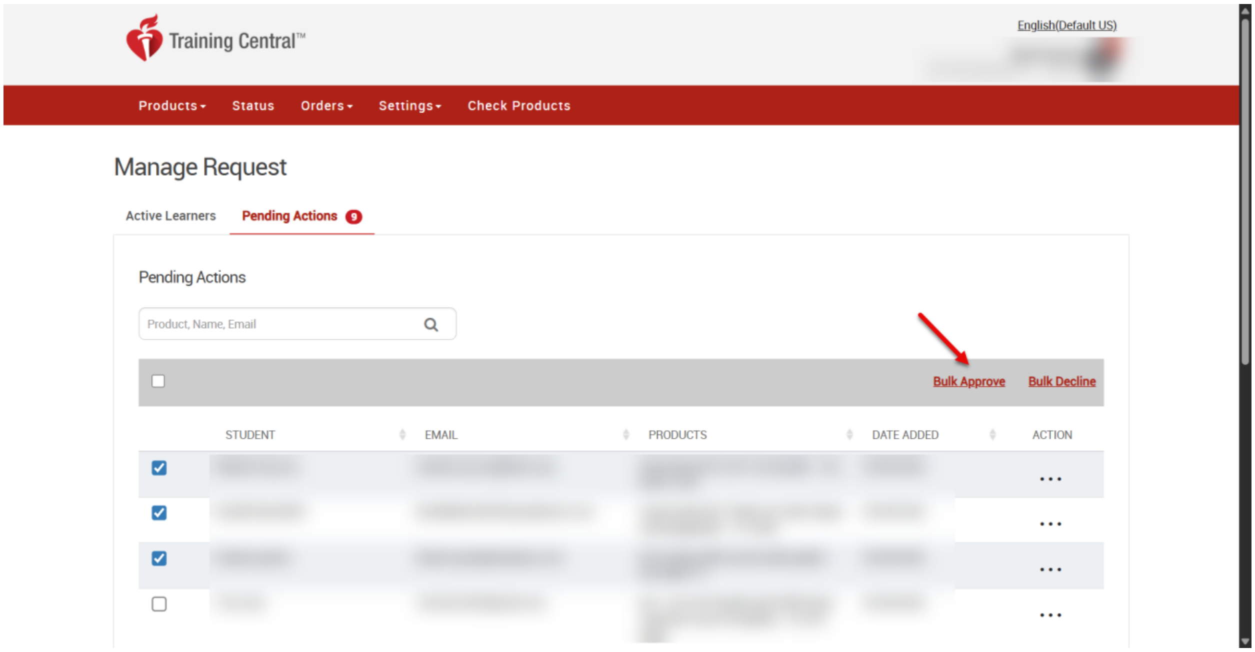


Step 5: When the pop-up message appears, select **Approve**.



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





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