



Instructions for Approving HRD Courses

-Log in to Fast-Train by first logging into AU Access.

-Then select the Employee Tab, then Fast Train, on the right hand side of the screen

The screenshot shows the Auburn University AU Access home page. At the top, there is a navigation bar with 'EMPLOYEES', 'FINANCE', 'MY FUNDING', and 'MY CAMPUS'. Below this is a main menu with icons for 'Self Service', 'Banner Admin', 'Tiger Time', and 'AU Jobs'. A large blue circle labeled 'EMPLOYEE TAB' points to the 'EMPLOYEES' tab. On the right side, there is a 'Travel' section with 'eTravel Vouchers', 'Travel Policies', and 'RAT 50'. Below that is a 'Professional Development and Training' section with 'Lynda.com', 'Fast-Train', 'Training (HRD)', and 'SANS Security Awareness'. A large blue circle labeled 'FAST TRAIN' points to the 'Fast-Train' link. At the bottom, there is a 'Workflow Queue' section.

-Once in Fast-Train, Select the "Approvals" tab on the home page

The screenshot shows the Fast-Train Learning Center home page. At the top, there is a navigation bar with 'Home', 'My Details', 'Goals', 'Certification', 'Curriculum', 'History', 'Employees', and 'Approvals'. A large blue circle labeled 'APPROVALS TAB' points to the 'Approvals' tab. The main content area features a 'Welcome to Auburn University's Fast-Train, a site for AU employees to manage their training and development.' message. Below this, there is a list of 'Elements to help assist you in your training and development:' including 'Ability to manage your personal training curriculum and goals', 'Enroll in Certification Programs and track your progress', and 'Print certificates for course completion'. At the bottom, there is a 'Teaching Schedule (0)' section with 'Open(Future)' and 'Open(Past)' options.

AUBURN UNIVERSITY
HUMAN RESOURCE DEVELOPMENT

REMOVE IMPERSONATION SITEMAP Logout Mary Prather / 110 (primary)

Course Search Advanced Search

Home = Pending Enrollments

My Learning Center
Courses
My Location
Resources

Quick Links
HRD Website
HR Home
Education Opportunities
Employees as Students
Public Safety & Security

Pending Enrollments
This page displays a list of employees reporting to you that have pending enrollments that need to be approved or rejected. Select the Approve or Reject check box for the individuals.

Home My Details Goals Certification Curriculum History Employees Approvals

Pending Enrollments | Interests | Pending Registrations

Search

Pending Enrollments for Executive Vice President's Office , location Code: 110 All dates are displayed in the following format : (MM/DD/YYYY)

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Name	Course Code	Course Name	Delivery Method	Cost (\$)	Approve	Reject (enter reason)
□ Rogers, Pamela	OA200	□ How to Hire a Foreign National	Classroom - Seats Available 19	0.00	<input type="checkbox"/>	<input type="checkbox"/>
		□ HRD Training - HRD Training Facility; Room 1081, Beard Eaves Memorial Coliseum	3/5/2014 1:30 PM-4:30 PM			

Submit

SUBMIT

APPROVE/REJECT

10:22 AM 1/13/2014

-Put a check in either the "Approve" or "Reject" column and then press submit.