



INSTRUCTOR NETWORK USER GUIDE

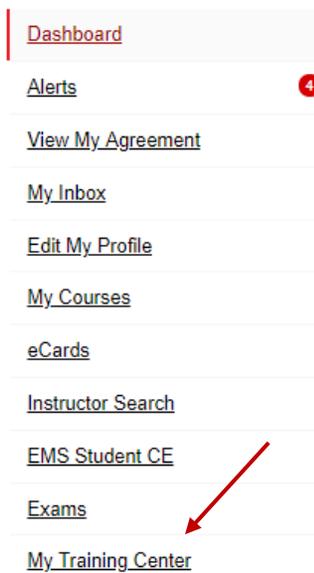
TCC/TCA ACCEPTING A TRAINING SITE

December 10, 2018

STEP-BY-STEP GUIDE

Navigating to Training Sites screen

1. From the Instructor Network dashboard, click on the left-hand menu item *My Training Center*.



2. Click the *Training Sites* tab





Accepting a Training Site

1. Locate Training Sites at a Pending state

From the Training Sites screen, click the Status dropdown and select *Pending*. Then click [APPLY FILTERS].

Training Sites

HIDE FILTERS ▾ INVITE TRAINING SITE

TRAINING SITE NAME ADMIN EMAIL

TS ID# CITY

STATE STATUS

Any

APPLY FILTERS CLEAR

Pending
Any
Pre-approved
Approved
Pending
Declined
Disassociated

2. Locate the Training Site and click the left-hand arrow to open the action items

	TS Name ▾	TS ID ▾	City, State ▾	Phone ▾	Status
▾	Mt Test Site	TS-0077	seattle, WA	1111111111	Pending

SEND EMAIL | APPROVE | DENY | DETAILS

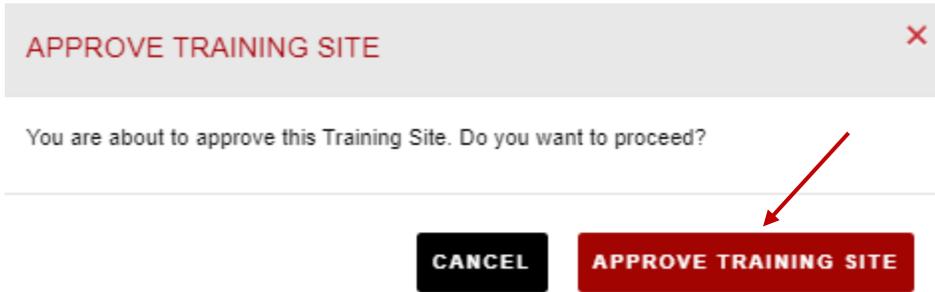
3. Select [APPROVE]

	TS Name ▾	TS ID ▾	City, State ▾	Phone ▾	Status
▾	Mt Test Site	TS-0077	seattle, WA	1111111111	Pending

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4. Confirm the approval by clicking [APPROVE TRAINING SITE] on conformation pop-up.



5. Approval confirmation will appear.

