## Organizational Development

*Virginia Learning Center*
*Approval profiles*

Step 1:  Click on Responsibilities



VDSS_Ext-Va Dept of Social Services - External        Learning    Responsibilities
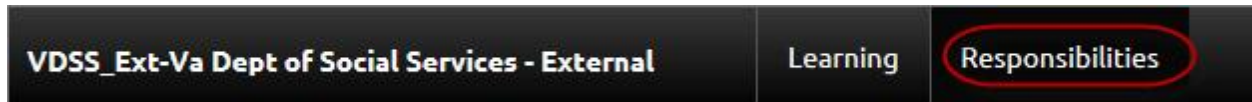
Step 2:  Click on Non-state User Approval Console



**Quick Links**

Approval Requests

Non-State User Approval Console
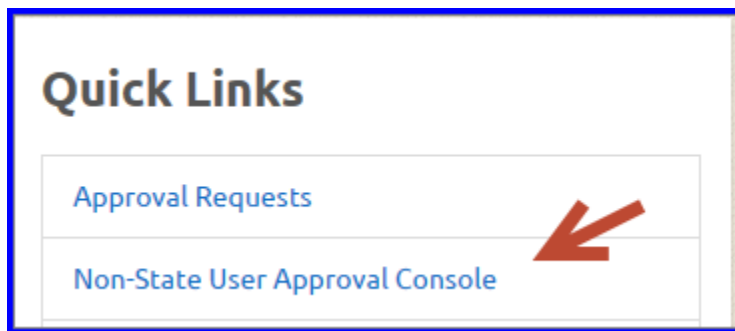
Step 3:  Click on User Name and verify the following:

- ➢ Email address is accurate
- ➢ A valid job title with the VDSS prefix (make sure it is specifically what they do and do not use Generic if at all possible)
- ➢ A manager is identified
- ➢ Correct organization

Step 4:  If the information is Step 3 is valid approve.  If it is not valid, disapprove.



✔ Approve

✖ Deny