


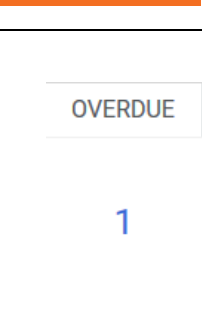
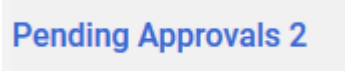
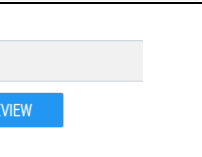
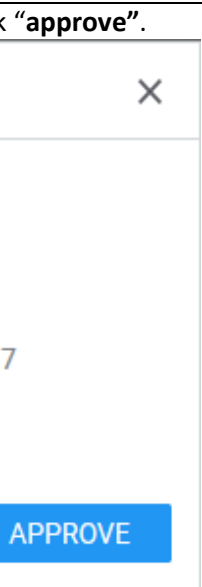



RIT Talent Roadmap: Managers

Accessing Pending Approvals for Direct Reports

1	Log in to RIT Talent Roadmap using your RIT username and password.	
2	Log in into your home page and click the My Team button. This page is a view of your direct reports.	
3	On your “My Team” page, you will see this icon  that an action from you is required regarding one of your direct reports. The icon will be next to your direct report’s name. This may be to approve externally added learning onto a direct reports transcript. <i>Please note:</i> if a pending approval has an overdue date, then the notification will appear in red  and a number will be shown in the “Overdue” column next to their name.	
4	In order to change the status of the pending approval, click the Pending approvals dropdown menu	
5	The Pending Approval is listed and you can review the approval. Select “ Review. ”	
6	In the pop up you can reject or approve the request. If you chose to approve, click “ approve ”.	
7	Once approved, this message will appear.	
8	When returning to your “My Team” page, if all of the pending approvals are up-to-date for your direct reports, the green checkmark will be next to their name. 