How To Approve or Deny Waivers

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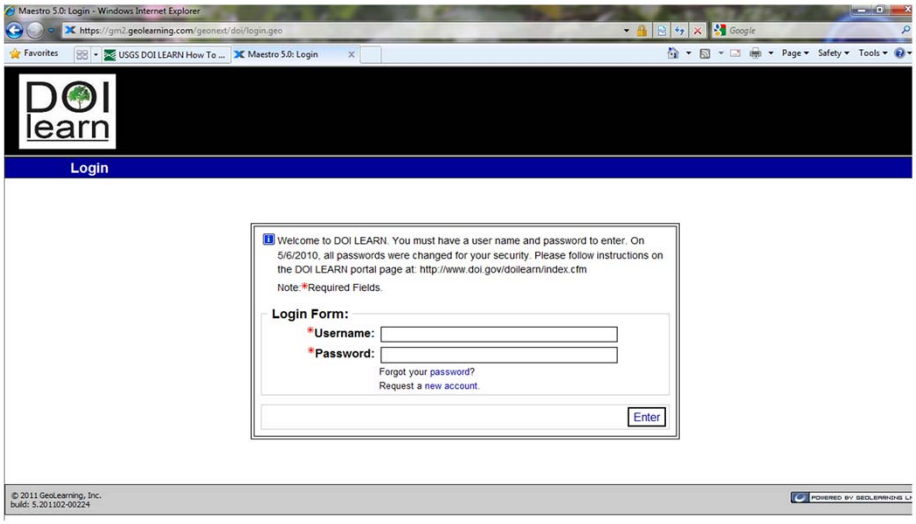
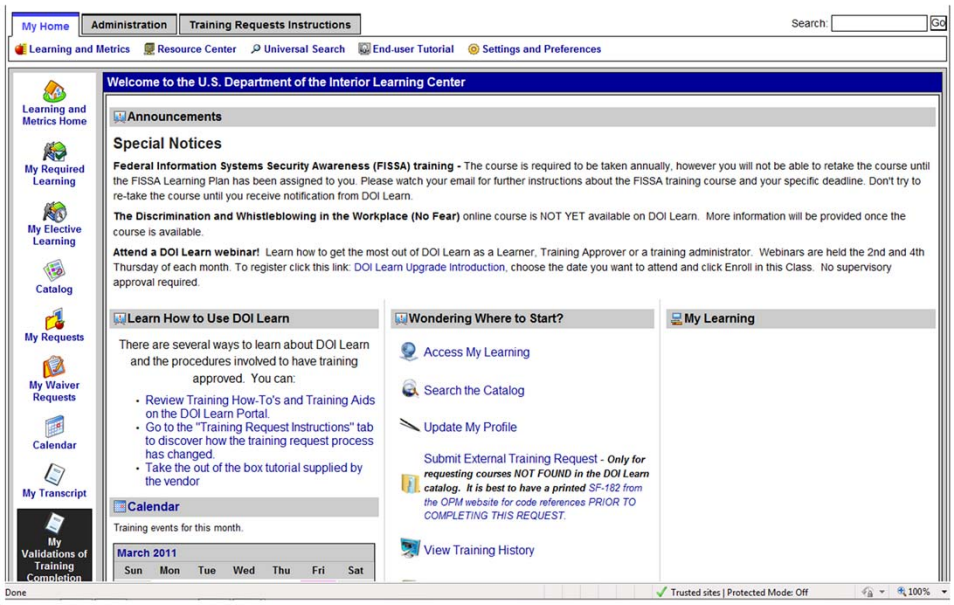
Log In Home Page



Log into DOI LEARN: http://www.doi.gov/doilearn

Learner Home Page

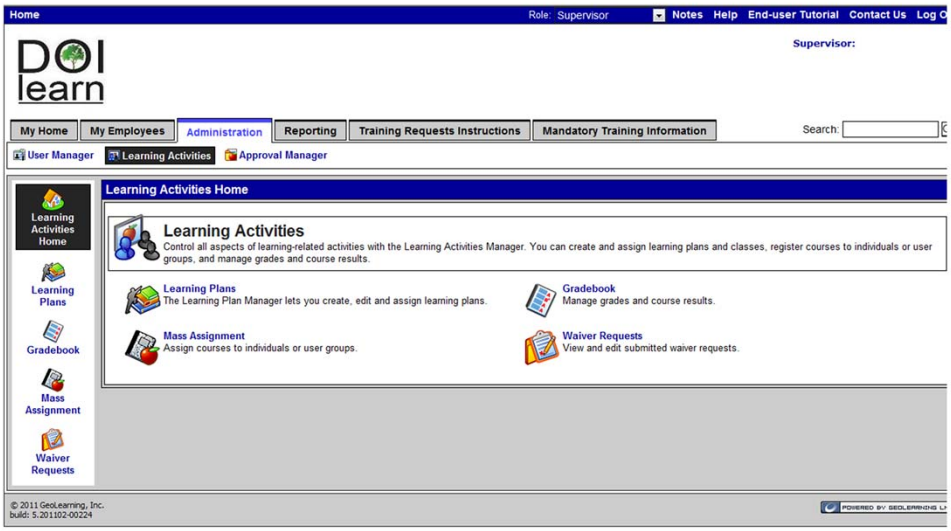


Log into DOI LEARN: http://www.doi.gov/doilearn

From **My Home** you will need
- Select the **My Validations of Training Completion** (left side bar of your screen)

Note: This step will not be able to take place until your supervisor has approved your training

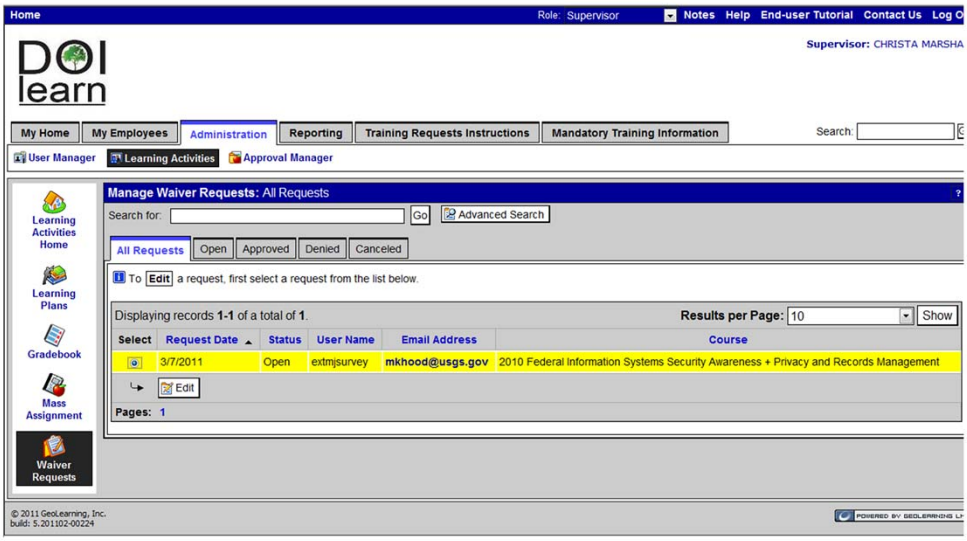
Waiver Requests



To Approve or Deny a Waiver:

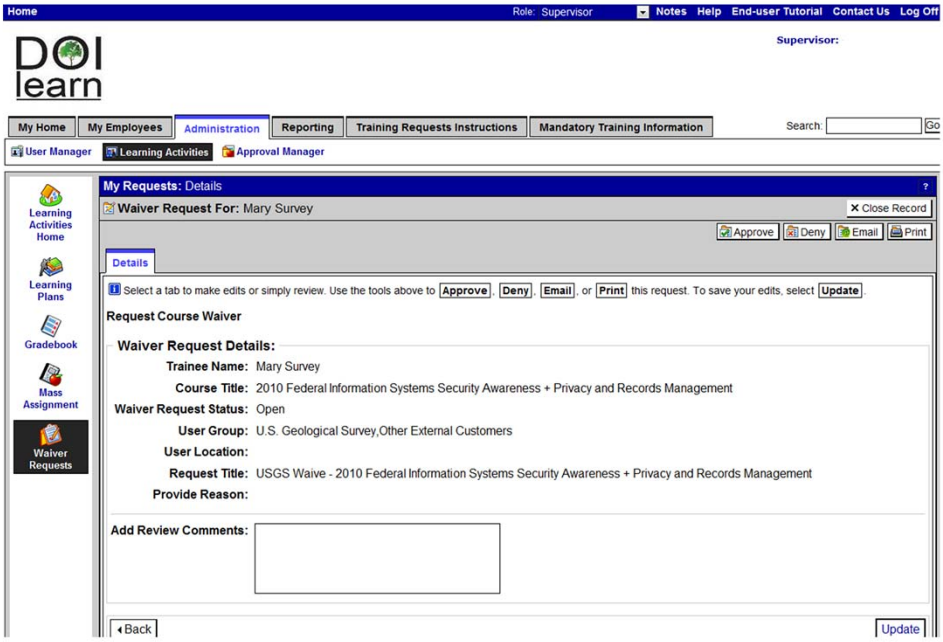
- Click on **Administration** tab
- Click on **Learning Activities**
- Click on the **Waiver Requests**

View All Waiver Requests

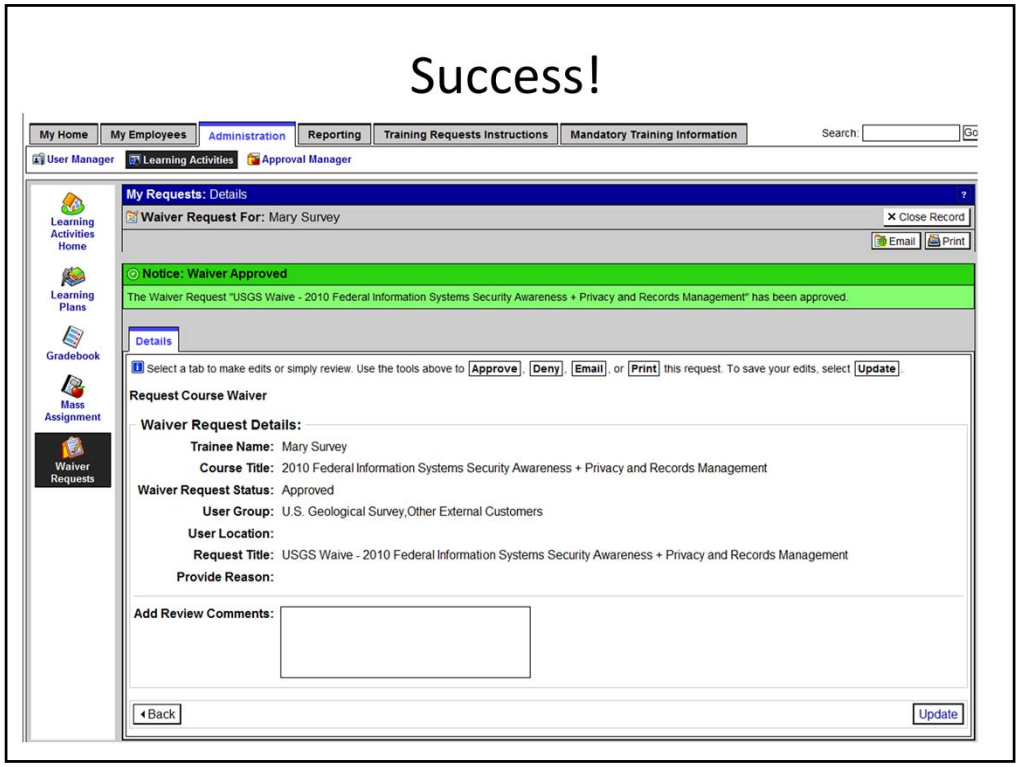


- Click the **radio button** next to the User Name you would like to Approve or Deny the Waiver Request for
- Click **Edit**

Approving or Denying Waiver Request



- Click on **Approve or Deny**



- If you have a green Notice: Waiver Approved bar you have waived the request.
- If you would like to add Review Comments, type them in the box and click Update
- Click on **Close Record**