


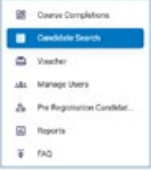
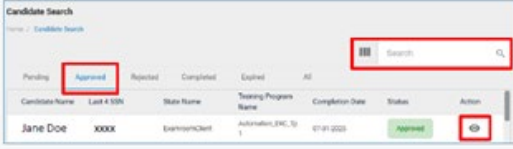
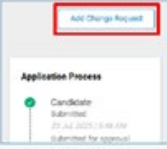

What Should Training Programs Do If They Approve A Candidate Application In Error?


Training Programs can complete a change request.

Refer to the process steps below.


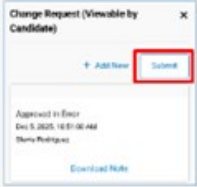



Training Institute Console: Application Approved in Error (Change Request)

- Go to **Candidate Search** in left navigation menu

- Select the **Approved** tab
• Type Candidates name in search bar
• Click **Eye Icon** in action column

- Click **Add Change Request** button

- Click **+ Add New**




Training Institute Console: Application Approved in Error (Change Request)

- Type the reason
• Click **Save** or **Cancel**

- Click **Submit**

- A pop-up notification will be shown to notify that the request was submitted successfully.


Note

Once the submit button is pressed. A message will be sent to the candidate notifying them of the change request.

The notification will inform the candidate that they will have to fix the error before continuing with their application process.