

# Getting started – setting up the authorisation widget

Staff Connect allows you to request and record training, but first you need to set up the Authorisation widget.

Employees will need this widget to review Appraisal (RPD) records that have been generated by their manager.

Managers will frequently use the authorisation widget in order to review, approve and reject requests from team members for a number of processes including training booking requests, annual leave requests and absence entries.

## Quick Steps to setting up the authorisation widget

Here are some quick steps on how to set up your dashboard widgets on Staff Connect. Please see the section below for the full details user guide with screenshots.

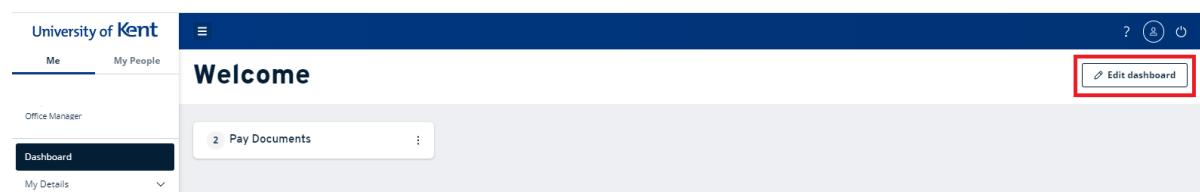
1. Click the **Edit Dashboard** button
2. Select the **Authorisation** option
3. Click the **X** button to close the menu

## Setting up the authorisation widget

To display the Authorisation Widget on your Dashboard follow the steps below:

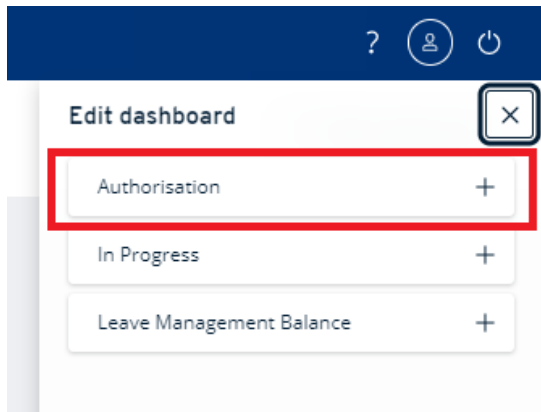
You will need your Kent Staff email and password to log in to [Staff Connect](#).

Click the **Edit Dashboard** button on the right hand side of the screen

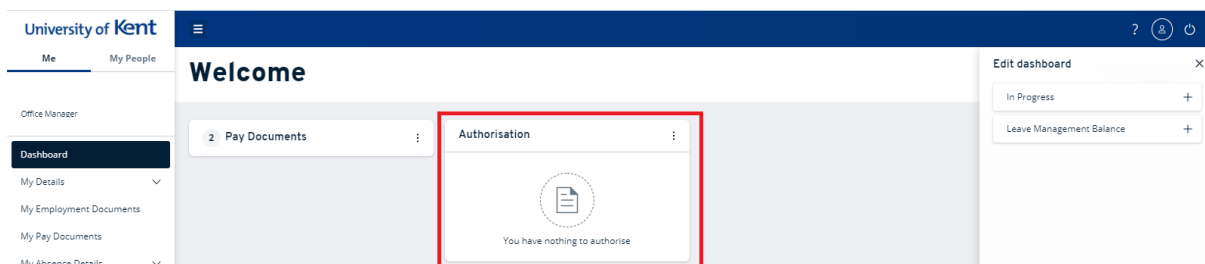


This will give you the widget options that are available for you, including the Authorisation widget that managers will need in order to review training requests. If widgets have already been set up on your dashboard page they will not appear in the list.

Select **Authorisation** and it will be added to your dashboard ready for any training requests to be approved.



Once you have selected all of the widgets you require they will appear on your dashboard.



Click the X button to close the menu.

