Add External Training

If your agency allows it, you may be able to add External Training to your Transcript.

1. Open the Learning tab in the menu bar and then select Transcript from the dropdown menu.

2. Select the Ellipsis button (three small dots) on the far right side of your training Transcript.
3. Select the Add External Training option from the dropdown menu.
   
   **Required fields:** Course Title, Training Description, Training Dates, Training Hours, and Cost. If you have a copy of the completion certificate or training agenda, you can upload them in the Attachments section.

5. Once the fields are completed, select the Submit button.

   The training will remain in your Active Transcript until your supervisor verifies and approves it.