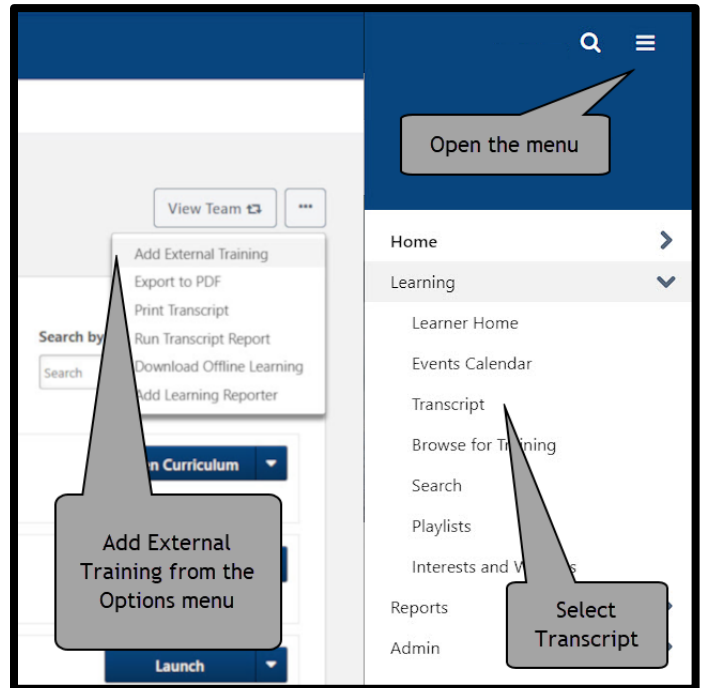





Add External Training

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

1. From the menu, under Learning, select **Transcript**.
2. Select the ellipses "**Options**" button above your transcript.
3. Select the **Add External Training** option from the dropdown menu.



4. Complete the External Training form. **Required fields** include:
 - a. Course Title
 - b. Training Description
 - c. Training Dates
 - d. Training Hours
 - e. Cost.
5. If you have a copy of the completion certificate or training agenda, you can upload them in the Attachments section.
6. Once the fields are completed, select the **Submit** button.

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