## How do I add external training to my transcript?

My Learning Connection features include a process for employees to update their learning transcript by documenting external training conducted outside of the Organizational & Talent Development office.
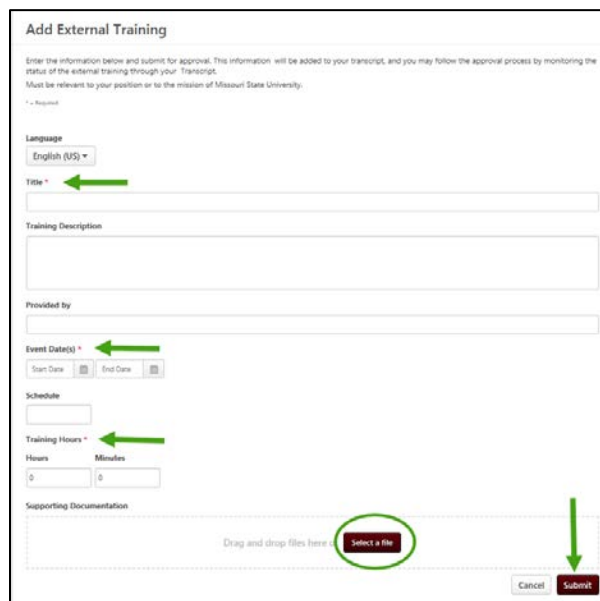
1. From the Welcome page, select the **My Transcript** icon.

2. Select the 3 dots icon on the right side of screen and a drop down list will appear. Select **Add External Training**.
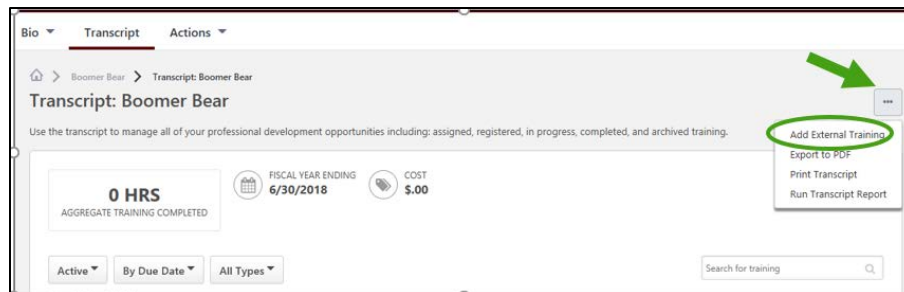
3. A new page, **Add External Training** will appear. Complete the fields. The fields with a red * are required. Supporting documentation is not required, but can be included. Examples include a certificate or agenda.

    To add supporting documentation, select **Select a file** to access it on your computer. Each attachment can be up to 1 MB in size, and a maximum of 15 attachments can be added to an external training. They are limited to ppt, pptx, doc, docx, pdf, jpg, jpeg, jpe, png, txt, gif, xls, xlsx, and rtf file types.

   After completion, select **Submit.**

4. Return to your transcript and select **Mark Complete**.

5. The status of the external training request will change to **Pending Completion Approval**. An e-mail will automatically be sent to your supervisor advising them to approve the training.

6. After approval, your training will appear as completed on your transcript. To view your approved, completed training, select the drop down arrow next to **Active** and select **Completed**.
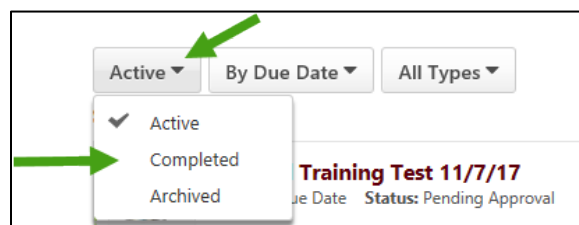
7. If approved, the training will appear as **Completed** on your transcript.

8. If not approved, the training will appear as **Completion Approval Denied** on your transcript.