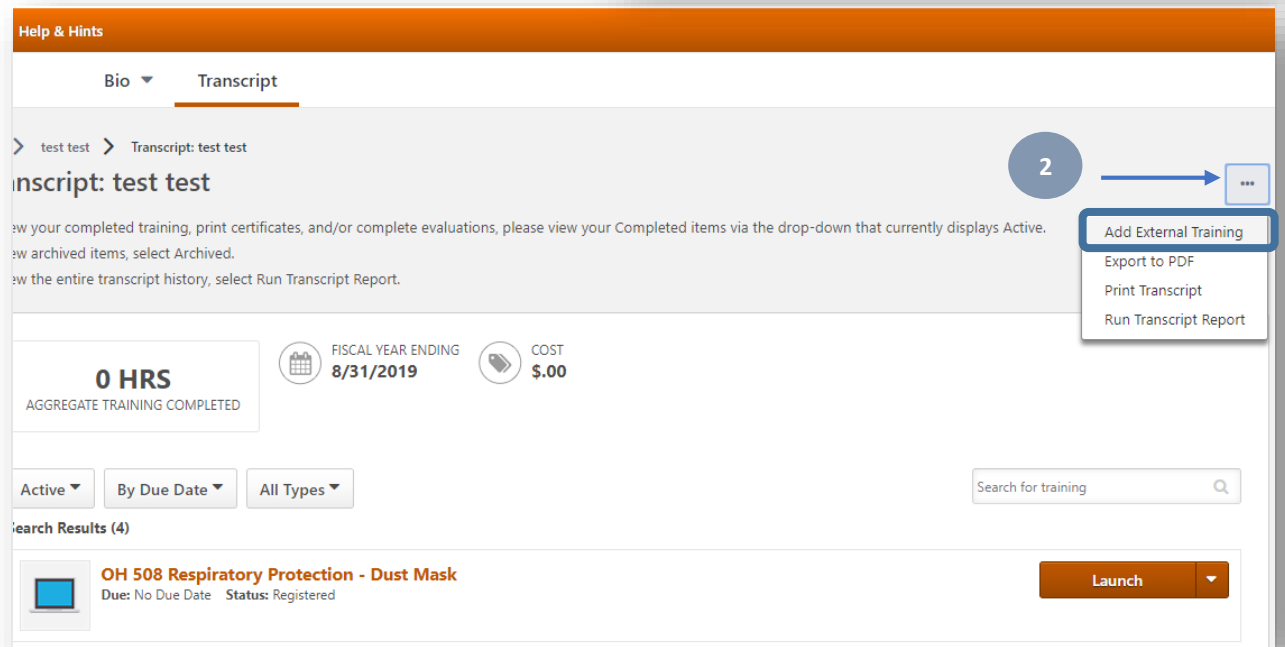
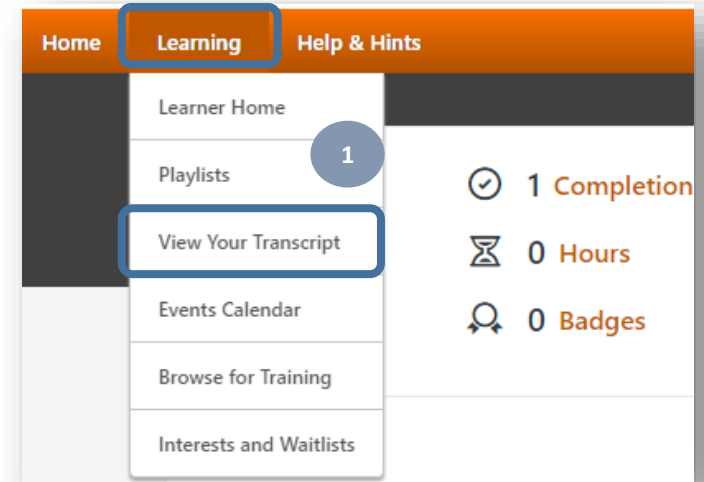


Adding External Training

To add external training to your transcript:

1. Hover over **Learning** in the navigation tab and click **View Your Transcript**.
2. On the transcript page, click **Options** drop down menu and select **Add External Training**.



Adding External Training

1. Enter the appropriate information in the required fields.
2. If available, click **Select a file** to insert your certification of completion.
3. Click **Submit**.

Add External Training

Enter information about job-related activities or training that you have taken outside of UTLearn (e.g. seminars, conferences, etc.). Separate approval may be required to mark the item complete.

* - Required

Language
English (US) 1

Title *

Training Description *

Provider *

Training Dates *
Start Date End Date

Schedule

Cost
\$ USD 0

Credits Earned

Training Hours
Hours 0 Minutes 0

Attachment(s)
Drag and drop files here or 2 3

Adding External Training

1. On your active transcript page, locate the recently added external training.
2. Click **Mark Complete**.

Transcript: test test

To view your completed training, print certificates, and/or complete evaluations, please view your Completed items via the drop-down that currently displays Active.
To view archived items, select Archived.
To view the entire transcript history, select Run Transcript Report.

0 HRS
AGGREGATE TRAINING COMPLETED

FISCAL YEAR ENDING **8/31/2019** COST **\$0.00**

Active ▾ By Due Date ▾ All Types ▾

Search for training

Search Results (5)

Test External training
Due: No Due Date Status: Registered **Mark Complete ▾**

OH 508 Respiratory Protection - Dust Mask
Due: No Due Date Status: Registered **Launch ▾**

3. Your external training will move to your completed transcript with a completed status.

AGGREGATE TRAINING COMPLETED

Completed ▾ By Completion Date ▾ All Types ▾

Search for training

Search Results (2)

Test External training
Completed: 7/24/2019 Status: Completed **View Training D... ▾**

OH 202 Hazardous Waste Management
Completed: 3/31/2017 Status: Completed **View Completio... ▾**