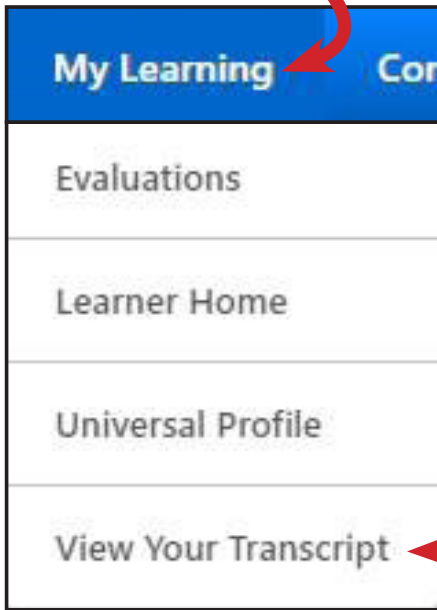


Adding an External Training

1. Hover on **My Learning** tab and select **View Your Transcript** menu option.



2. Click on the button with the three dots and select **Add External Training**.



3. Fill in all of the following fields: *title, training description, institution, training dates, training hours, PD Category, and PD hours*. Please note that the training hours and PD hours are the same. Then attach your certificate from the external training by clicking on **Select a File**.

Add External Training

Enter information about completed training taken outside of the PD Portal.

* = Required

Language
English (US) ▼

Title *

Training Description *

Institution *

Training Dates *
Start Date End Date

Training Hours

Hours	Minutes
<input type="text" value="0"/>	<input type="text" value="0"/>

PD Category

- Principles of Adult Learning
- Literacy Instruction
- Assessment
- TEAMS
- Other

PD Hours

Attachment(s)
Drag and drop files here or

NOTE: To identify the PD Category for your training, consult with your PD Coordinator.

4. Then click on **Submit**.