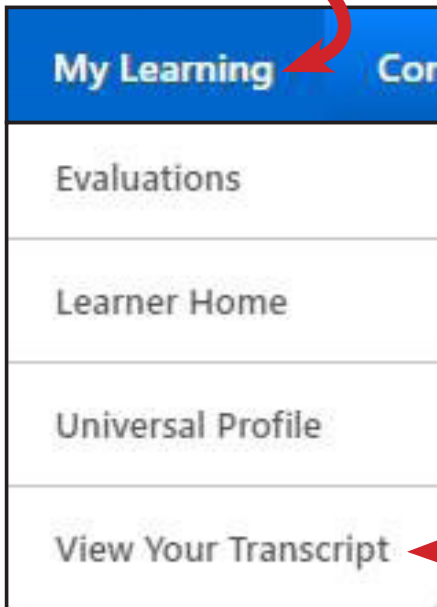


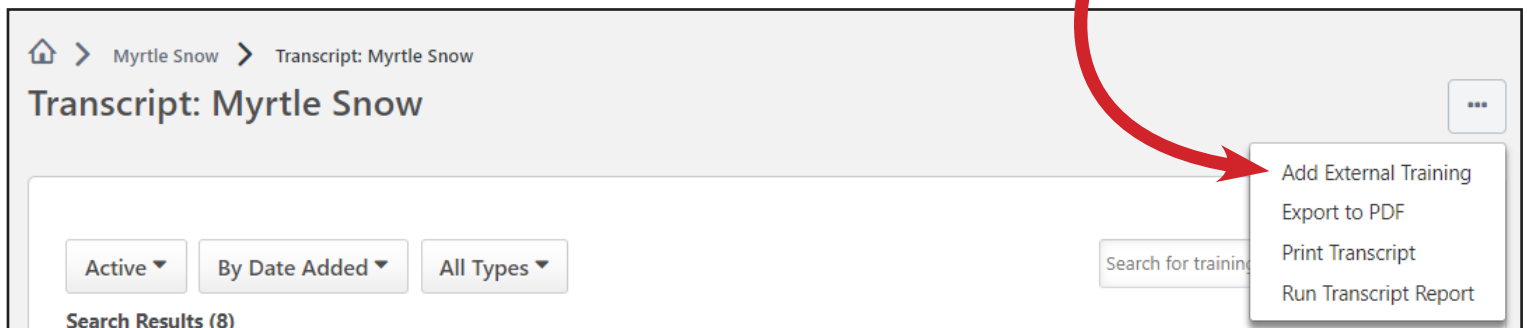
# Adding an External Training

If you complete a training outside of the PD Portal, you may add it to your transcript. It is optional and not required.

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**.