How do I add external training to my transcript?

In the Learning and Development Portal, you have an opportunity to add external training and professional development accomplishments to your completed transcript. Examples of external training could be a conference you attended or a professional certificate you’ve received. Please follow the steps below to add this training to your transcript.

Tell Me

1. Go to your transcript in the Learning and Development Portal.
2. Your Active Transcript will populate. On the right side of your Active Transcript page, you will see an option menu that appears as three dots. Click on those three dots.
3. A drop-down menu will appear as seen below. Click on the first menu option, Add External Training.

4. The Add External Training form will display as pictured below. All fields with a red asterisk are required to be completed, but we encourage you complete as many details in this form as possible.

5. You may also choose to add an attachment if your external training provided you with a certificate of completion, a badge, or something to show that the training was completed. Once you have reviewed all fields, click Submit.
6. You will be taken back to your Active Transcript. You will see the requested external training listed. To the right of your external training title, you will see a button that says 'Mark Complete'. Click the Mark Complete Button.

7. Your request is then sent to your supervisor for approval. Once approved, you will see this request on your Completed Transcript.

Related FAQs
- Where do I begin with the Tuition Waiver process?
- Who do I contact for help with Canvas?
- Help With Tuition Waivers
- How can Continuing Ed students get help after hours?