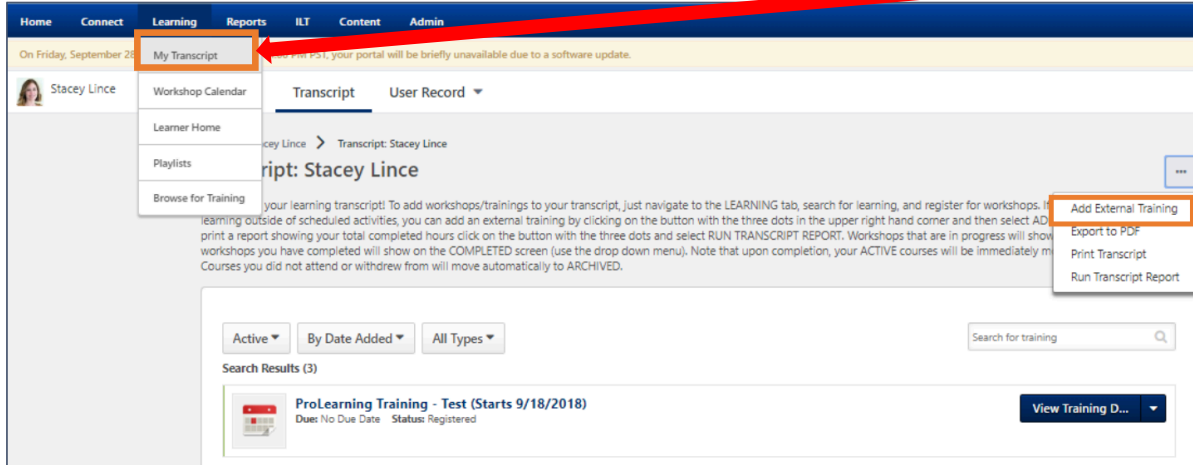


How do I add training and conferences from other institutions?

Training or workshops you have attended off-campus are referred to as **External Training**. To add external training to your transcript, navigate to the **Learning** tab menu and then click **My Transcript**. Next, click the three dots in the upper right hand corner and then select **Add External Training**.



Click on "My Transcript" under the "Learning" tab

Click on the three dots (...) here and then "Add External Training"