



### User Job Aid: Add to Learning History: External Learning Event

(Revision date: December 15, 2020)

### **Purpose**

The purpose of this job aid is to guide you through the step-by-step process of recording your own external learning event.

In this job aid, you will learn how to:

- Task A. Access My Learning
- Task B. Add an External Learning Event to Learning History

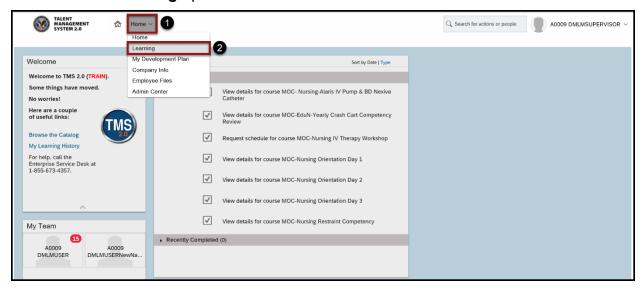






# Task A. Access My Learning

- 1. Select the **Home** drop-down menu.
- 2. Select the Learning option.

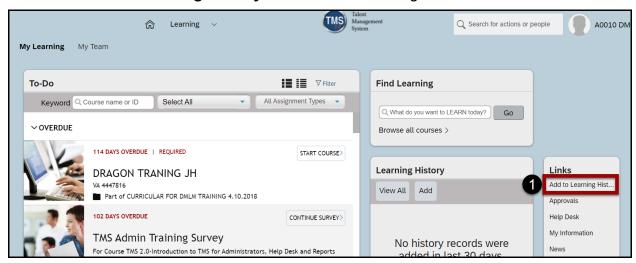




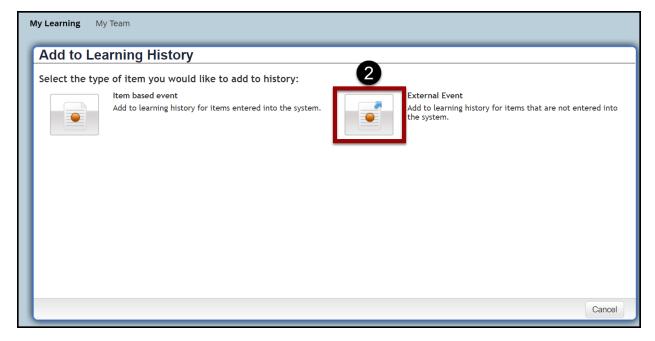


## Task B. Add an External Learning Event to Learning History

1. Select Add to Learning History under the Links widget.



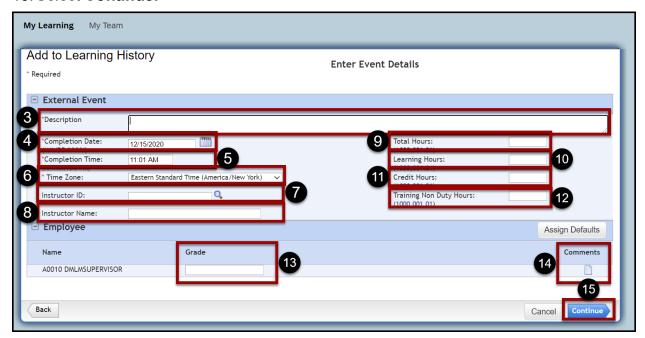
### 2. Select External Event.







- 3. Enter a **Description**.
- 4. Enter Completion Date.
- 5. Enter Completion Time.
- 6. Select the correct **Time Zone**.
- 7. (Optional) Select Instructor ID.
- 8. (Optional) Enter Instructor Name.
- 9. (Optional) Enter **Total Hours**.
- 10. (Optional) Enter Learning Hours.
- 11. (Optional) Enter Credit Hours.
- 12. (Optional) Enter Training Non Duty Hours.
- 13. (Optional) Enter **Grade.**
- 14. (Optional) Enter **Comments** by selecting the icon. Once you've entered your comments, select **OK** in the pop-up box.
- 15. Select Continue.

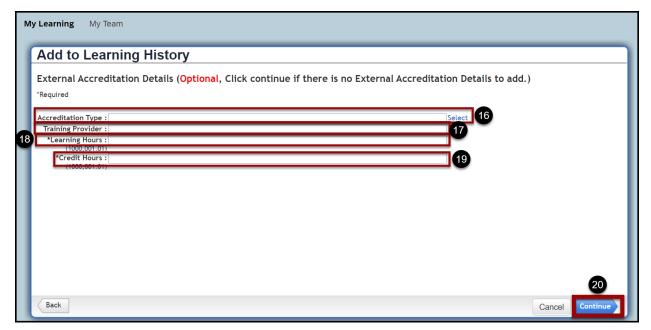






**Note:** If there are External Accreditation Details, enter the proper information in the following fields. If there are none, skip to step 20.

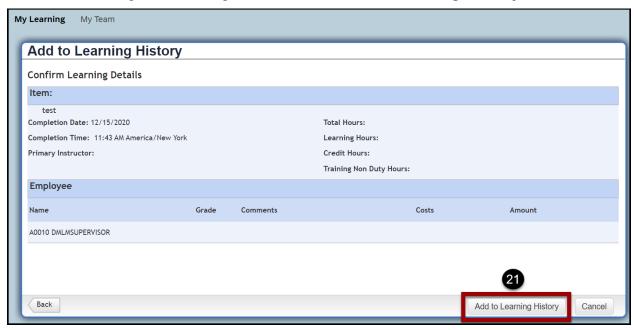
- 16. (Optional) Select Accreditation Type.
- 17. (Optional) Enter Training Provider.
- 18. (Optional) Enter Learning Hours.
- 19. (Optional) Enter Credit Hours.
- 20. Select Continue.







21. After reviewing the Learning Details, select Add to Learning History.



22. Select **Close** on the success message page. Congratulations! You have added your own external learning event.

