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