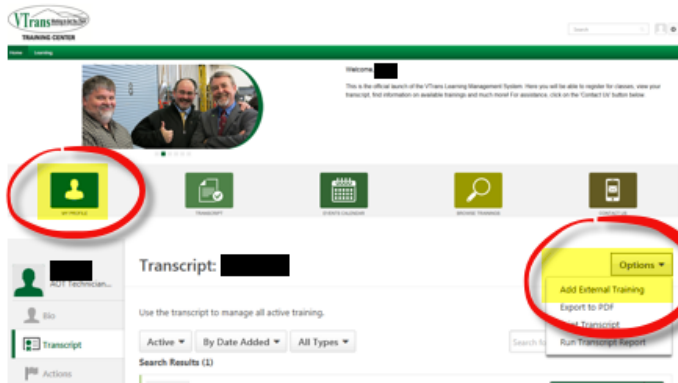


## Vtrans Learning Management System - Add External Training



1

On the Welcome Page, click on the 'My Profile' icon.

2

- Click on 'Transcript' under your photo.
- Click on 'Options' in upper right of Transcript page.

Title \*

Training Description

Institution \*

Training Dates \*

Start Date  End Date

Credits Earned

Training Hours

Hours  Minutes

Certificate \*

Drag and drop files here or

3

- Fill in each box with the appropriate information. Boxes with a red asterisk are mandatory.
- Click 'Submit'.

▼

▼

4

- Click 'Register' next to the external training you created.
  - Click 'Complete' next to the external training.
- NOTE: Status will show as "Pending Completion Approval" until the training is approved.

Status: Pending Completion Approval