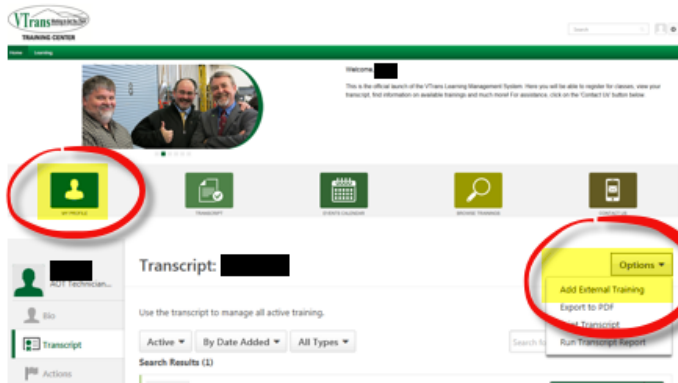# Vtrans Learning Management System - Add External Training

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

2
a) Click on 'Transcript' under your photo.
b) Click on 'Options' in upper right of Transcript page.

3
a) Fill in each box with the appropriate information. Boxes with a red asterisk are mandatory.
b) Click 'Submit'.

4
a) Click 'Register' next to the external training you created.
b) Click 'Complete' next to the external training.
NOTE: Status will show as "Pending Completion Approval" until the training is approved.