# Adding External Training to Your Transcript

You can add external training to your [MyCareer@PCC](#) Transcript. From the MyCareer@PCC Welcome Page, click the **Completed Training** quick access button:



From your transcript, open the options menu and click the three dots. Select Add External Training from the list.



Complete the following fields on the resulting form:
- Title
- Training Description
- Institution
- Training Dates
- Training Hours

Add any relevant attachments by using the **Select a File** button ( Select a file ).

Click the **Submit** button ( Submit ) when you are done.

Now the external training should appear on your transcript.

Portland Community College