Adding External Training to Your Transcript

You can add external training to your <u>MyCareer@PCC</u> 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.

Use the transcript to manage all active training.	Add External Training 🕅
	Download Network Player
Completed By Date Added All Types Search for	t Print Transcript
Search Results (40)	Retrieve Offline Player Key
	Run Transcript Report
Cranes, Hoists & Slings Completed: 12/30/2020 Status: Completed	Download Offline Learning
	Add Learning Reporter

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.

