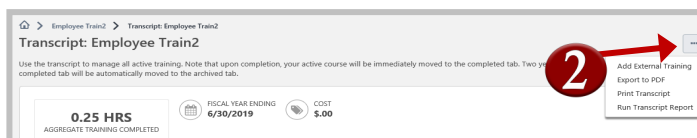
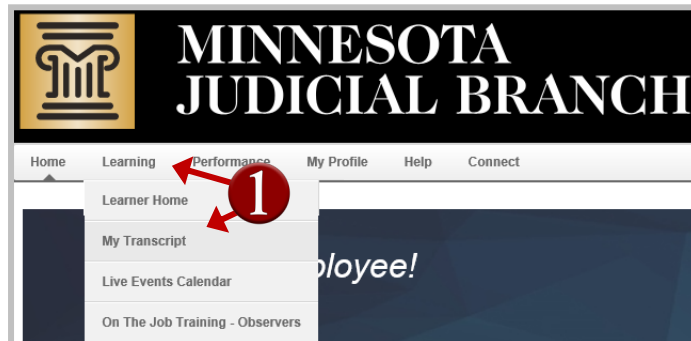


## Adding an External Training



### Add an external training

1. From the Cornerstone home page, hover over the Learning tab and select **My Transcript**.
2. Across from the employee name, click the options icon and click **Add External Training**.
3. Enter the external training information. The fields with an asterisk are required:
  - a. Course Title
  - b. Training Description
  - c. Provider - Sponsor
  - d. Training Dates - Enter a training start and end date to ensure credits earned are added to the correct fiscal year.
  - e. Cost
  - f. Credit Hours - Enter credit hours in hours and minutes and remove any break times. Cornerstone will convert credit hours into decimal format.
  - g. Credit Type
  - h. Import a Resource (e.g., agenda) - Click **Select a file**, locate the document, and double click to attach it.
4. Click **Submit** when the external training request is complete.
5. Click **Mark Complete**. The supervisor receives the training request in Cornerstone for approval. The status of the request is pending until a supervisor reviews and approves it.



**Add External Training** 3

Enter the information below and submit for approval. This information will be added to your transcript, and you may follow the approval process by monitoring the status of the external training.

\* - Required

Language  
English (US)

Course Title \* a  
Email 101

Training Description b  
This course describes how to w

Provider c  
University of Training

Training Dates \* d  
10/3/2018 10/3/2018

Cost e  
\$ USD 100.00

Credit Hours \* f  
Hours 3 Minutes 0

Credit Type g  
 Continuing Education Unit (CEU)  
 Continuing Judicial Education (CJE)  
 Continuing Legal Education (CLE)  
 Compliance  
 Diversity

