

Recording External Training in Talent@VCU

1. Complete external training
2. Log into [Talent@VCU](#) > Hover over Learning Tab > Select View Your Transcript > {Add External Training}
3. Enter requested data in all fields
4. Enter {Submit}.
5. Go to Active Transcript
6. Status will be **“Registered”** on your active transcript and will need to be **“Marked Complete”**
 - Select {Mark Complete} from the right-hand drop-down menu.
7. Training now appears with the status of **“Complete”** on your transcript

Transcript Actions Snapshot User Record Feedback Skills

Travis King > Transcript: Travis King

Transcript: Travis King

From this page, you can view all current and completed training. In addition, you can archive your completed training. After 2 years completed training is automatically moved to the archive tab.

Click the tabs below to change the status:

Active Completed Archived **Add External Training**

Add External Training

Talent@VCU allows employees to self report any development activities that occur outside the course catalog. Activities may include any conferences, classes and webinars that are relevant to career development. Complete all required information and as much additional information about the training as you can. Attachments (certificates, syllabus, registration confirmation, etc) are optional.

* = Required

Language
English (US)

Title *
Training Title Here

Training Description
Training Description Here

Sponsor
Office of the Provost

Training Dates
Start Date End Date

Training Hours
Hours Minutes
0 0

Attachment(s)
Drag and drop files here or Select a file

Cancel Submit

Transcript: Travis King



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5

Click the tabs below to change the status:

Active

Completed

Archived

Add External Training

6



Training Title Here

Due: No Due Date Status: Registered

Mark Complete

7



Training Title Here

Completed: 10/14/2021 Status: Completed

View Training D...

★ Reflects Completed on Completed Transcript