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

Click the tabs below to change the status:

- Active
- Completed
- Archived
- Add External Training

Training Title Here
Due: Due Date
Status: Registered

Mark Complete

Training Title Here
Completed: 10/14/2021
Status: Completed

Reflects Completed on Completed Transcript