

Add External Training

CONTENTS

Purpose	1
Add External Training (Employee)	1
Add External Training (Supervisor)	2
LINK Help Desk Contact Information	3

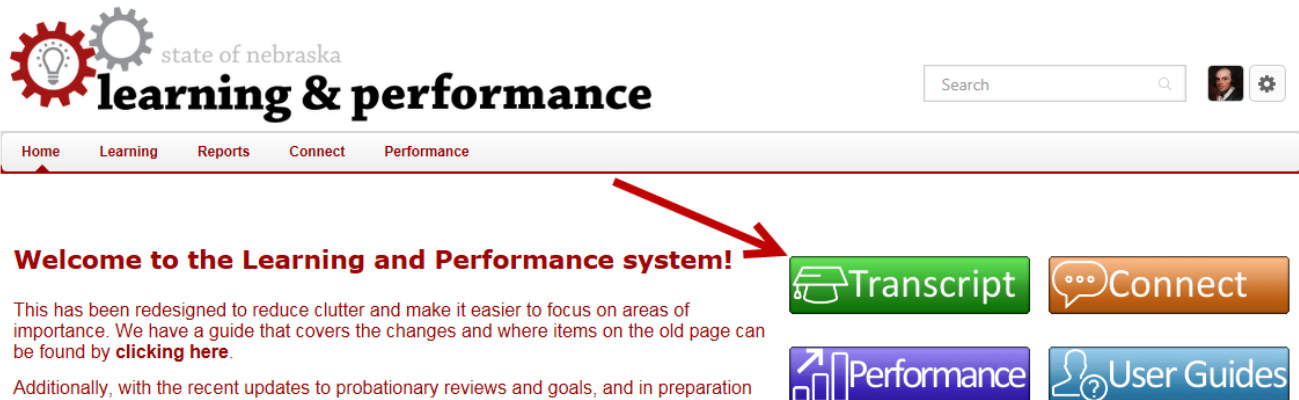
PURPOSE

This document explains how to add training to the Employee Development Center that was completed outside the Learning and Performance system but still applies to your employment with the State. External training can be added by employees or their supervisors; when external training is marked as completed, the employee's supervisor must approve the completion.

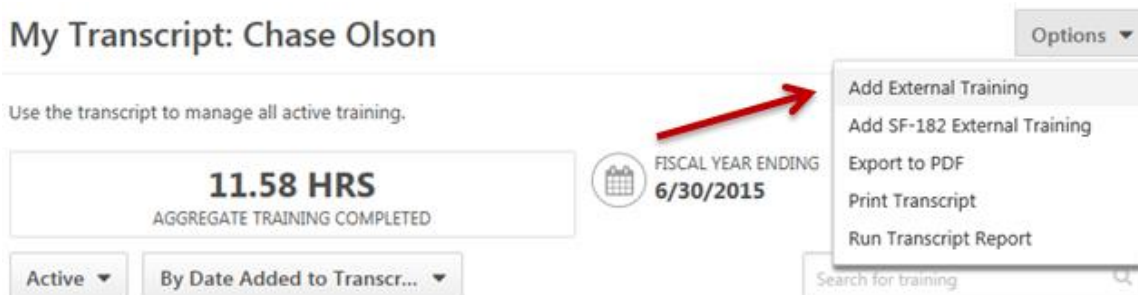
ADD EXTERNAL TRAINING (EMPLOYEE)

The steps below walk through how an employee can add external training to their own transcript.

1. Log in to the Employee Development Center at <https://nebraska.csod.com>.
2. Click the Transcript button on the home page, which will open the My Transcript page.



3. On the My Transcript page, click the "Options" button found in the top-right area corner of your transcript, then choose the Add External Training option.



Add External Training

4. Enter details about the external training on this page, as well as add any files as attachments relevant to the training. Once all necessary fields have been filled out, click Submit at the bottom of the page to add the training to your transcript.

Title *

Training Description


Course Hosted By

Hours Minutes

Attachment(s), if applicable

[Select a file](#)

5. After adding the training it will need to be marked as completed – note that training can only be marked complete after the date of the training entered in the previous step. Click the red Complete button to the right of the course on the transcript page to mark it as completed.



External Training
Due: No Due Date Status: Registered

▼

6. Your supervisor will need to approve completion of the external training as well. Once approved, the course will show up as completed and appear in the Completed section of your transcript.

ADD EXTERNAL TRAINING (SUPERVISOR)

The steps below walk through a supervisor adding external training for their employee.

1. Log in to the Employee Development Center at <https://nebraska.csod.com>.
2. Click the Manage My Team Learning underneath the Learning menu at the top of the page.



Add External Training

- Click the View Transcript icon to the right of the employee to access the employee's transcript page.

Manage Employee Learning

View the Learning information for your employees.

› **Share Your Learning Permissions** (Allows you the ability to grant other users access to your subordinates' learning information.)

› **Manage Pending Requests** (Displays a list of pending requests for which you are the approver)

Manage Subordinates	
SUBORDINATES	
NAME	VIEW TRANSCRIPT
Thomas Employee	

- Click the Options button in the upper-right corner of the employee's transcript, then click Add External Training.

My Transcript: Thomas Employee

Use the transcript to manage all active training.

0 HRS
AGGREGATE TRAINING COMPLETED

FISCAL YEAR ENDING
6/30/2017

Active ▾ By Date Added ▾ All Types ▾

My Team ▾ Options ▾

- Assign Training
- Add External Training
- Add SF-182 External Training
- Export to PDF
- Print Transcript
- Run Transcript Report

Search for training

- Enter details about the external training on this page, as well as add any files as attachments relevant to the training. Once filled out, click Submit at the bottom of the page to add the training to the employee's transcript.

Title *

Training Description

Course Hosted By

Hours Minutes

Attachment(s), if applicable

Select a file

- After adding the training it will need to be marked as completed – only the employee can mark the training complete, they can do so by signing in and accessing the Transcript page, then clicking the Complete button to the right of the course (see step five in the previous section).

LINK HELP DESK CONTACT INFORMATION

If you have questions about adding training or need your logon info, please contact the LINK help desk. The LINK Help Desk provides assistance for the following programs:

- The Employee Work Center
- The Employee Development Center

Email: as.linkhelp@nebraska.gov

Phone: 402.471.6234