

# Learning Management User Guide

---

## Add External Training



### Revision History

This document was prepared by:

Date	Document Version	Document Revision Description	Document Author
5-27-2022	01	First draft for FDA OTED review	Sam Dillener

# Add External Training

This section shows a learner how to submit a request to add External Training to their Transcript. This is how learners can request credit for prerequisites that they have already completed.

1. From the **Navigation Bar**, hover over **Learning** and select **Add External Training**



A screenshot of the FDA Office of Regulatory Affairs Training System interface. At the top, there is a dark blue navigation bar with the following links: Home, Learning, Connect, and Get Help. The 'Learning' link is highlighted, and a dropdown menu is open, showing the following options: My Dashboard, Learning Search, Playlists, View Your Transcript, Events Calendar, and Add External Training. A red arrow points to the 'Add External Training' option. Below the navigation bar, there is a large graphic with a blue background and various icons, including a brain, a lightbulb, and a network diagram. To the right of the graphic, there is a welcome message: "Welcome to the Office of Training, Education and Development (OTED). We provide a variety of modalities of learning to support the U.S. Food and Drug Administration's (FDA) development needs as..." At the bottom of the page, there are several blue buttons with white icons and text: Transcript, Course Catalog, Calendar, and a partially visible button labeled "Se".

This form gives you the opportunity to add training to your record that 1) you have already taken, and 2) is external to ORA LearnED. Fill out all required fields.

If you are requesting a prerequisite override, make sure to select that option.

Click **Submit** when the form is complete.

After submitting the form, you will land on your **Active Transcript**. Find the title of the training you just submitted and click **Mark Complete**.

Tip: It helps to filter by date added.

The training will now be in a **Pending Completion Approval** status.

You will be notified by email whether your request was approved or denied.

#### Equivalent OTED Course ID

#### Is this a prerequisite for another OTED course? \*

- yes  
 no



#### If yes, which OTED course?

#### Proof of Completion \*



sample\_certificate (1).jpg  
253.09 KB

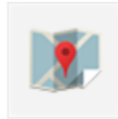
Drag and drop files here or

Active ▾

By Date Added ▾

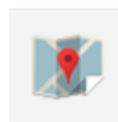
All Types ▾

#### Search Results (47)



#### ER324: Epi-Ready for Response Teams

Due : No Due Date Status : Registered



#### ER324: Epi-Ready for Response Teams

Due : No Due Date Status : Pending Completion Approval