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**	

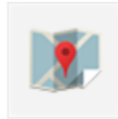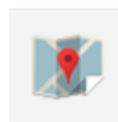|	
This form gives you the opportunity to add training to your record that 1) you have already taken, and 2) is external to ORA LearnED. Fill out all required fields. If you are requesting a prerequisite override, make sure to select that option. Click **Submit** when the form is complete.	**Equivalent OTED Course ID** ER324 **Is this a prerequisite for another OTED course? *** ⦿ yes ◯ no **If yes, which OTED course?** ER325 **Proof of Completion *** sample_certificate (1).jpg 253.09 KB ✖ Drag and drop files here or
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.	Active ▾ By Date Added ▾ All Types ▾ **Search Results (47)** **ER324: Epi-Ready for Response Teams** Due : No Due Date Status : Registered
The training will now be in a **Pending Completion Approval** status. You will be notified by email whether your request was approved or denied.	**ER324: Epi-Ready for Response Teams** Due : No Due Date Status : Pending Completion Approval