Adding Self-Reported Training into myLearning
Job Aid

Log into myLearning

Self-Reported training allows learners to record additional job-related training that is taken “outside” of myLearning - for example a Customer Service course at the local college.

To enter a self-reported activity, click on the Self icon at the top, left of the screen.

Click LEARNING, then Self-Reported Training from the menu on the left of your screen. This will display the list of Self-Reported Training already recorded.

To add a new activity, click New.

Fill in the appropriate fields. *The required fields are marked with a *.

- **Name** – fill in complete name of the course
- **Description**
- **Activity type** – Choose from drop down menu. For instructor-led activities, choose ILT course.

**Most common activity types:**
- In Service
- Instructor-Led Class
- Web Based Training (i.e. NRC+)**
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Enter information in the additional fields provided as appropriate. Some important fields include:

- Start date
- End date
- Duration
- Credit hours (if applicable)

Scroll down to the bottom of the screen and click OK. The Self-Reported Training screen will display and it will include the added training.

Note: when entering the date via the calendar option use the red X at the bottom right to close the window

This self-reported training will populate on your myLearning transcript (Self-Reported Training will be located at the very bottom of the transcript).