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+)
Adding Self-Reported Training into myLearning
Job Aid

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).