

LMS External Training User Guide

Introduction

This user guide describes how to add external trainings to the LMS My Career Development Site. Please check with your department's LMS Administrator to learn about any department policies applicable to training requests.

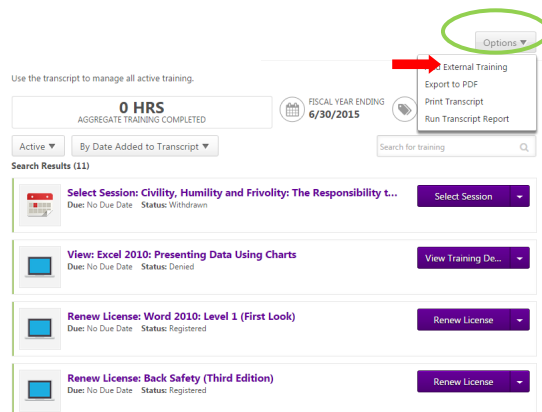
External trainings are defined as any training taken that is not found within the LMS system. This can include classes, workshops and conferences taken at outside events. These steps apply to both past and future external trainings. As with all training classes, supervisor approval is required in order to attend training.

1

Adding External Training

Complete the External Training Form

1. Login to the LMS My Career Development Site at www.smcgov.org/LMS.
2. Under the Learning tab, click "View Your Transcript."
3. Under the "Options" drop-down menu, click "Add External Training."
4. Complete all fields, including:
 - a. Title
 - b. Training Description
 - c. Institution
 - d. Training Dates
 - e. Schedule
 - f. Program Cost
 - g. Credits Earned
 - h. Training Hours (total time excluding breaks)
 - i. Attachments (any relevant documents)



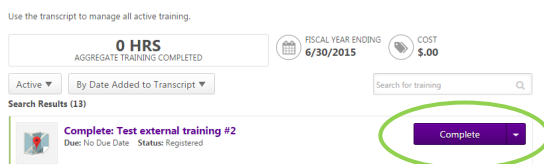
Upon completion of the External Training Form, the training will appear as "Registered" on your LMS transcript.

2

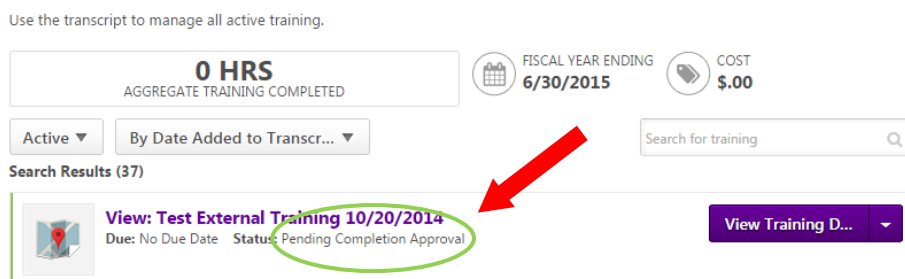
Register for the training

User marks the training complete

Once the training date has passed, you will be given the option to mark the training as completed. You should provide your manager with documentation indicating the training was completed. Click on "Complete" to indicate you have finished the training.



The training will now appear as "Pending Completion Approval." A request will be sent to your manager requesting that s/he verify your completion of the external training.



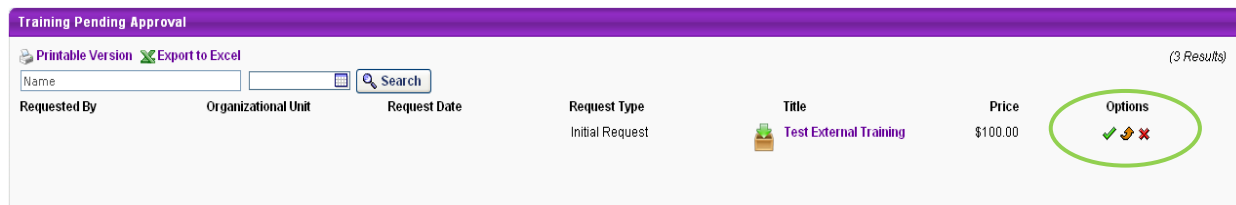
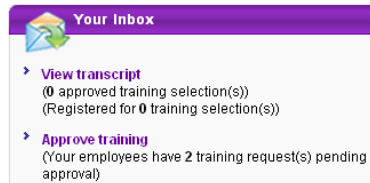


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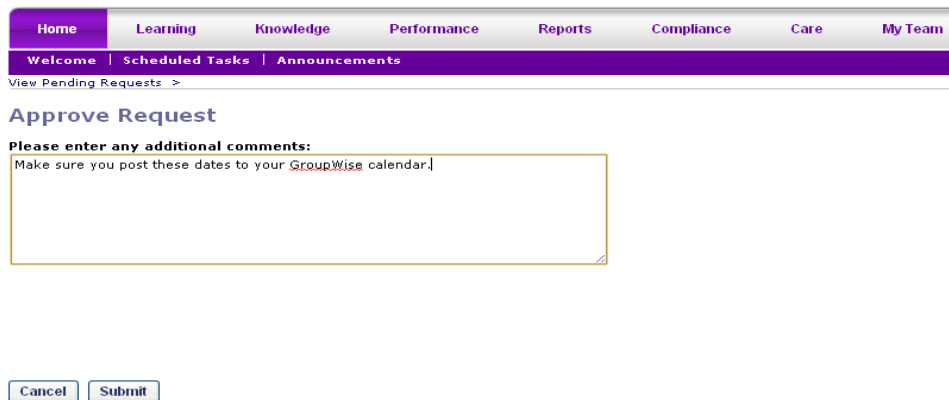
Approve, Deny,
or Defer External
Training

Manager approves, denies or defers the request

Once you submit the completion request, your manager will receive an email notification and will find the request in his/her training approval request queue, found on the LMS home page. After reviewing the training information, the manager can choose to approve, deny or defer the request.



If the manager approves the training request, the following screen appears allowing for comments and the manager can then submit the approval.



IMPORTANT NOTE:

The manager is responsible for reviewing the request prior to approving it, and ensure documentation has been provided demonstrating the class was in fact completed.

The training will now appear as completed on the user's transcript, under the "Completed" tab.

