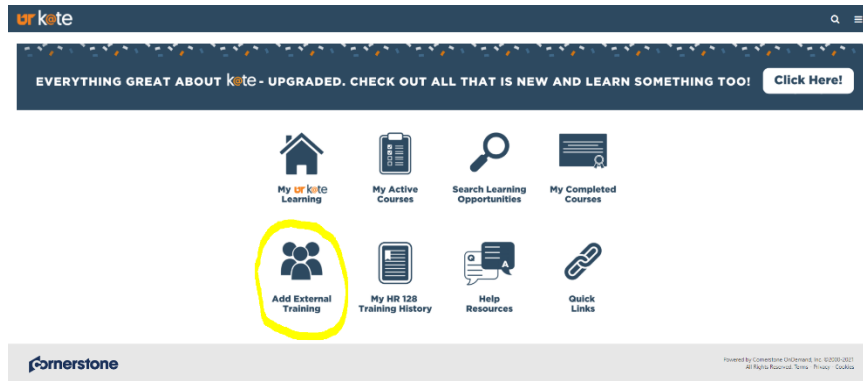


Adding External Training Credit

1. Click “Add External Training” from the K@TE landing page



- a.
2. Fill in the requested information and **attach** a document containing the supervisors signature of approval.
 - a. This can be the HR 128 Training Credit Request form -or-
 - b. Screen shot of email from supervisor containing:
 - i. the title name, hours, and date and all the supervisor has to reply with is “approved”
 3. Then click “Submit”
 4. From there EOD approves the training and it is added to the users transcript