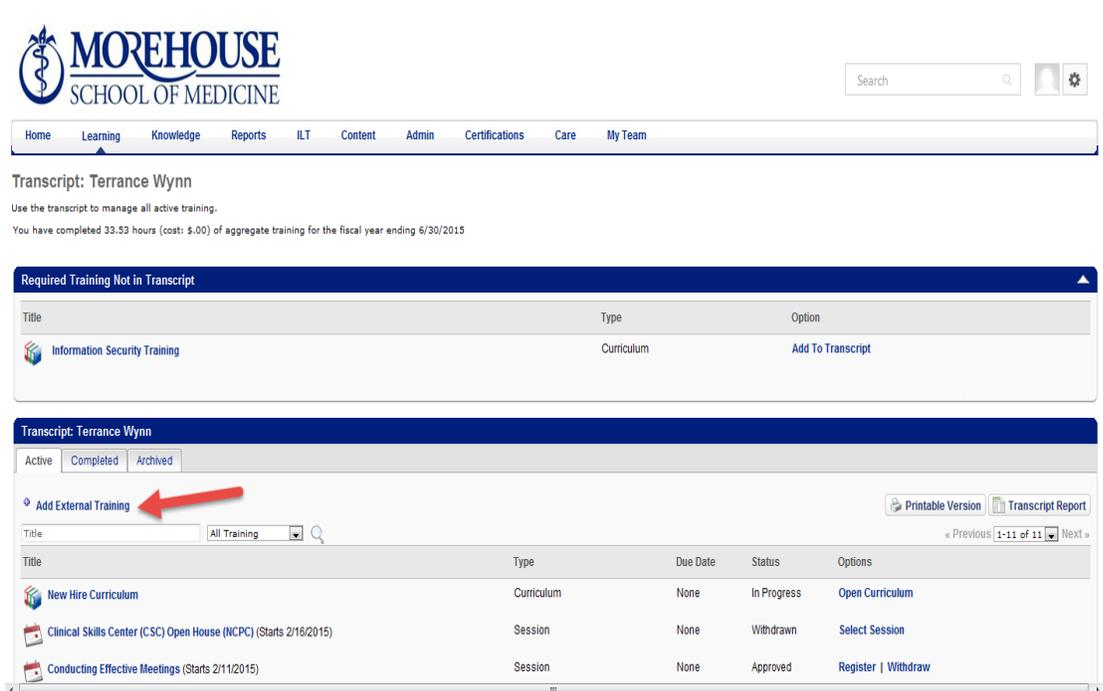


Utilizing the *External Training* feature in Cornerstone

Let's just say you are attending an external course like: a Certificate in Evaluation Course, a Patient Navigation Course, or a Project Management Course.

Whatever the course, you can track it in your transcript right in the LMS with all your other courses. And it is so easy!

From **'My Transcript'** click the **'Add External Training'** button. You can even attach your certificate of completion. See the screenshots below.



Utilizing the *External Training* feature in Cornerstone

Add External Training

Enter the information below and submit for approval. This information will be added to your transcript, and you may follow the approval process by monitoring the status of the external training.

Training Details

Training Type : External Training
Language: English (US)

Title:

Training Description: Limited to 1000 characters

Institution:

Training Dates: From To

Schedule:

Credits Earned:

Training Hours: Hours Min

Competencies: [Add Competency](#)

Attachment(s): [Attachments](#)

See the transcript for training on active learning.

You have completed 33.53 hours (cost: \$.00) of aggregate training for the fiscal year ending 6/30/2015

Title	Type	Option
Information Security Training	Curriculum	Add To Transcript

Transcript: Terrance Wynn					
Active Completed Archived					
Add External Training Printable Version Transcript Report					
Title	Type	Due Date	Status	Options	
Board Re-Certification	External Training	None	Registered	Mark Complete	
New Hire Curriculum	Curriculum	None	In Progress	Open Curriculum	
Clinical Skills Center (CSC) Open House (NCPC) (Starts 2/16/2015)	Session	None	Withdrawn	Select Session	
Conducting Effective Meetings (Starts 2/11/2015)	Session	None	Approved	Register Withdraw	
Introduction to Project Management using Project 2010	Online Class	None	In Progress	Launch	
Conflicts of Interest Workshop (Starts 12/17/2014)	Session	None	Withdrawn	Select Session	
Coaching and Mentoring	Online Class	None	In Progress	Launch	
Managing a Project	Online Class	None	In Progress	Launch	