



## Learning Management System (LMS) HELP

### UPLOADING OTHER TRAINING DOCUMENTS TO YOUR LMS TRANSCRIPT

In the LMS, the *External Training* tab under *My Transcripts* allows Learners to upload completion documents for training taken outside of HSEM training programs, such as professional development seminars or related emergency management courses not associated with a Learning Path.

To upload *External Training* documents:

1. After login, click the *My Transcripts* tab.
2. Click the *External Training* tab.
3. Click the *Add External Training* button.
4. Enter the information required – indicated with an asterisk (\*). All other information is optional.
  - a. The recommendation for uploading course certificates of completion is to complete the following sections for each document uploaded.
    - i. Type of Training Activity: Other
    - ii. Training Provider
    - iii. Title: Name of course (ex. IS-0010 Animals in Disasters)
5. Click the *Choose File* button at the bottom and select the certificate or documentation associated with the training from your files.
6. Click the *Save Changes* button. The record should appear in the *Other Training* listing.
7. You may edit the file by clicking on the record in the listing, editing the information, and then clicking *Update*.
8. If you uploaded wrong document, you may change it by clicking the record in the listing, repeating step #5, then clicking *Update*. The new file will override the old one.

### FOR FURTHER ASSISTANCE WITH THE LMS:

Please call (651) 201-7441 or contact [LMS Technical Support](#)