To add external training to your transcript in Talent Management:

1. Go to My Sam, Employees tab.
2. Click on the Talent Management link in the Human Resources channel.
3. On the Welcome page, hover over Learning and click on View Your Transcript.
4. Click on Add External Training.
5. Complete the information in the popup box. You may need to gather the details from the instructor of the course. You may also attach a scanned certificate of completion or other documentation showing you have completed the training if your supervisor requires it, or instead provide a hard copy to the supervisor for verification (if required). When calculating the credit earned, do not include long breaks such as lunch.
6. Click on Submit when done.
7. The training item should now be listed on your Active tab as “registered.” Mark complete that you have completed the training.
8. Once marked complete, the status will change to Pending Completion Approval.
9. Your supervisor of record in Talent Management (which may be your immediate supervisor or one or two levels above him or her depending on how the supervisor is listed in Banner) will receive a notification e-mail instructing the supervisor that a request has been made to approve or deny the completion request.

From: hrtraining@shsu.edu [mailto:hrtraining@shsu.edu]
Sent: Wednesday, January 15, 2014 11:18 AM
To: Hammonds, David
Subject: Action Required: Team member Thieme Bittick has completed an external training

Thieme Bittick has completed an external training and asked for approval for completion of this external training to be added to his or her transcript in Talent Management.

Please verify the status of the training. Then log into Talent Management (My Sam>Employees Tab>Human Resources>Talent Management) and click on My Team to approve, deny, or defer this request.

Questions about this training may be directed to Human Resources at (936) 294-1070.

Regards, Human Resources
10. The supervisor must log into Talent Management and click on My Team to take action, and then click on Approve, Defer, or Deny Request.
Click on submit when complete.
11. Once the supervisor approves the request, the training item will move to the Completed tab of your transcript and the status will change to Completed.