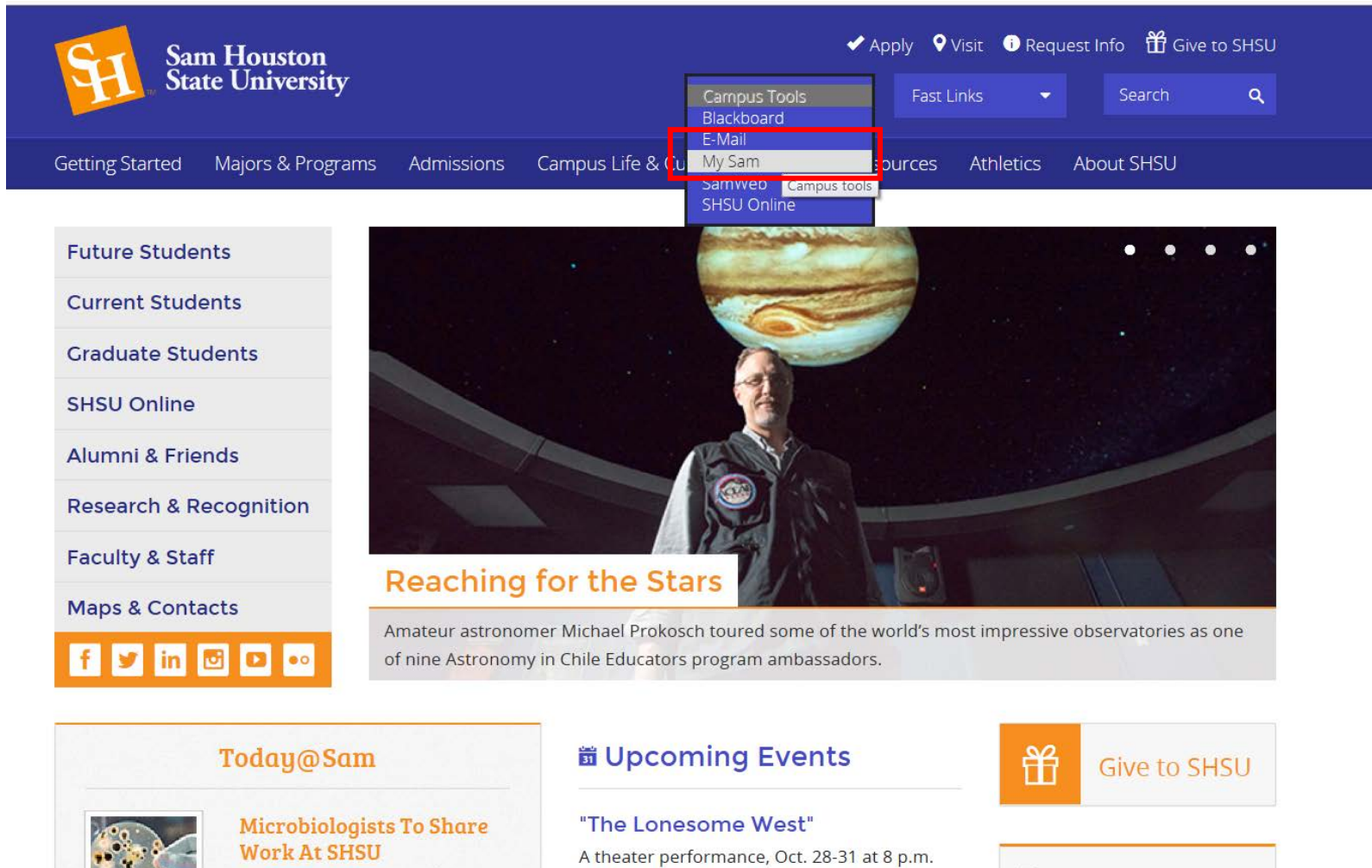


To add external training to your transcript in Talent Management:

1. Go to My Sam.



The screenshot shows the Sam Houston State University website. The top navigation bar is dark blue with the SHSU logo on the left. On the right, there are links for 'Apply', 'Visit', 'Request Info', and 'Give to SHSU'. Below these are 'Fast Links' and a search bar. The main navigation menu includes 'Getting Started', 'Majors & Programs', 'Admissions', 'Campus Life & Culture', 'Resources', 'Athletics', and 'About SHSU'. A dropdown menu is open under 'Campus Life & Culture', with 'My Sam' highlighted in a red box. Other items in the dropdown include 'Campus Tools', 'Blackboard', 'E-Mail', 'Samweb', 'campus tools', and 'SHSU Online'. On the left side, there is a vertical menu with categories like 'Future Students', 'Current Students', 'Graduate Students', 'SHSU Online', 'Alumni & Friends', 'Research & Recognition', 'Faculty & Staff', and 'Maps & Contacts'. Below this menu are social media icons for Facebook, Twitter, LinkedIn, Instagram, YouTube, and a generic social icon. The main content area features a large image of a man in a space suit with the planet Jupiter in the background. The headline reads 'Reaching for the Stars' and the text below it says 'Amateur astronomer Michael Prokosch toured some of the world's most impressive observatories as one of nine Astronomy in Chile Educators program ambassadors.' At the bottom, there are three sections: 'Today@Sam' with a sub-headline 'Microbiologists To Share Work At SHSU' and an image of a petri dish; 'Upcoming Events' with the event 'The Lonesome West' and details 'A theater performance, Oct. 28-31 at 8 p.m.'; and a 'Give to SHSU' button with a gift icon.

2. Go to the Employees tab.

The screenshot shows the top navigation bar of the Sam Houston State University website. The 'Employees' tab is highlighted with a red box. Below the navigation bar, there are several content blocks: 'Campus Announcements', 'Personal Announcements', 'Bookmarks', and 'Who What Where' on the left; and 'Today@Sam' and 'News & Information' on the right.

Sam Houston STATE UNIVERSITY
A Member of The Texas State University System

My Account Content Layout | **Welcome Thieme J Bittick**
You are currently logged in as...

Home | Campus Resources | My Account | Registration | **Employees** | Faculty | Students

Campus Announcements

There are no announcements

Personal Announcements

There are no announcements

Bookmarks

Sam Houston State University

Who What Where

Your quick reference to who's who...

- Person Directory
- A to Z Listing
- Departmental Mailboxes
- Departmental Fax Numbers

Today@Sam

- SHSU To Address Campus Carry At Final Town Hall
- 'Press, Presidency' Course To Be Reintroduced For S
- Global Center Series To Tackle Illegal Immigration
- Prof To Debut Documentary At Smithsonian
- Microbiologists To Share Work At SHSU
- Read More Stories

News & Information

- Houston Chronicle

2. Click on the Talent Management link in the Human Resources channel.

The screenshot shows a web application interface with a dark blue header bar. Below the header is a navigation bar with tabs for 'Home', 'Registration', 'Employees', 'Faculty', and 'Students'. The 'Employees' tab is currently selected. On the left side, there is a sidebar with three items: 'Mileage reimbursement (mileage reimbursement on a personal vehicle will increase starting 1/1/2015)', 'Mileage reimbursement (mileage reimbursement on a personal vehicle will decrease starting 1/1/2014)', and 'For more information.' The main content area is titled 'Human Resources' and contains a list of links: 'Annual Performance Appraisal', 'PeopleAdmin', 'Human Resources Policies', 'Human Resources Forms', 'Holiday Schedule', 'Summary of Benefits', 'ERS- Texas Employees Group Benefits Program (GBP)', 'New Employee Benefits Orientation Schedule', 'Graduate Student Insurance Information', 'Employee Wellness Program', 'Emergency Preparedness Training', 'Talent Management' (highlighted with a red box), 'Training', 'Leadership Academy', and 'Human Resources Website'. At the bottom of the main content area, there is a section titled 'Time Reporting'.

Home Registration **Employees** Faculty Students

Mileage reimbursement (mileage reimbursement on a personal vehicle will increase starting 1/1/2015)

Mileage reimbursement (mileage reimbursement on a personal vehicle will decrease starting 1/1/2014)

For more information.

Human Resources

- Annual Performance Appraisal
- PeopleAdmin
- Human Resources Policies
- Human Resources Forms
- Holiday Schedule
- Summary of Benefits
- ERS- Texas Employees Group Benefits Program (GBP)
- New Employee Benefits Orientation Schedule
- Graduate Student Insurance Information
- Employee Wellness Program
- Emergency Preparedness Training
- Talent Management**
- Training
- Leadership Academy
- Human Resources Website

Time Reporting

3. On the Welcome page, click on Add External Training.

Sam Houston State University
A Member of The Texas State University System

Home Learning Performance Succession Reports ILT Admin Content Admin

Search

SHSU has again won honors in the cat

Welcome to your Talent Management Resource Center.

At Sam Houston State University, we are dedicated to "Maximizing Employee Potential" and "Enhancing Effective Leadership" through professional development and performance management.

Learning **Course Catalog** **Add External Training** **Performance** **My Team** **FAQ**

Quick Links

- » **Tips & Tricks**
- » **News & Events**

Your Inbox

- View transcript**
(0 approved training selection(s))
(Registered for 5 training selection(s))
- View announcements**
(1 message(s))

4. Complete the information in the popup box below. This can be done prior to attending the training, or after completing it. You may need to gather the details from the instructor of the course first. When calculating the credit earned, do not include long breaks such as lunch.

If you plan to add an attachment, scan and save it as a web only .pdf document. Documents larger than 1 MB won't be accepted. Click on Submit when done.

Empowering People: SHSU Professional Development Center - Windows Internet Explorer
https://samhouston.csod.com/LMS/catalog/AdditionalTraining.aspx?user_id=%5e%5e%5e0m684q2IG02FYKTSDUqhpQ%3d%3d

record in Talent Management will receive a notice if approval is required.

Training Details

Training Type : External Training
Language: English (US)
Title: Leadership seminar (test)
Training Description: Leadership seminar for high performing staff. (test only) Limited to 1000 characters
Institution: High Flyers
Training Dates: From 1/6/2014 To 1/6/2014
Schedule: 8:00am to 5:00pm (with 1 hour lunch break)
Cost: \$ 250
Credits Earned: 7
Training Hours: Hours 7 Min 0

Attachments

Attachment(s): THIS IS A FAKE TRAINING COMPLETION CERTIFICATE

Cancel Submit

5. The training item should now be listed on your Active tab as “registered.” Once you have completed the training, mark it “Complete” in order for the training to move to the Completed section of your transcript.

The screenshot displays a user interface for managing training. On the left is a sidebar with navigation options: Actions, Bio, Transcript (selected), and Snapshot. The main content area shows a summary of training progress: 29.83 HRS AGGREGATE TRAINING COMPLETED. It also displays filters for 'Active', 'By Due Date', and 'All Types', along with a search bar. Below this, a list of training items is shown under the heading 'Search Results (5)'. The items are:

- Written Communication**: Due: No Due Date, Status: Registered. Action: Launch.
- Leadership seminar (test)**: Due: No Due Date, Status: Registered. Action: Complete (highlighted with a red box).
- Business Writing: How to Write Clearly and Concisely**: Due: No Due Date, Status: In Progress. Action: Launch.
- Business Grammar: Common Usage Errors**: Due: No Due Date, Status: In Progress. Action: Launch.
- Building Trust: Leading High-Performance Teams with Com...**: Due: No Due Date, Status: Registered. Action: View Training D...

At the top right of the main area, there are icons for 'FISCAL YEAR ENDING 3/31/2016' and 'COST \$147.00'.

6. Once you mark it complete, the status will change to Complete and the training will move to the “Completed” section of your transcript (use the pull down arrow under “Active” to locate it).

The screenshot displays a user interface for managing training records. At the top, a dropdown menu is set to "AGGREGATE TRAINING COMPLETED", indicated by a red arrow. Below this are three filter buttons: "Completed" (selected), "By Completion Date", and "All Types". A search bar on the right contains the text "Search for training". The results section, titled "Search Results (23)", lists two training items:

Training Title	Completion Date	Status	Action
Leadership seminar (test)	Completed: 10/30/2015	Status: Completed	View Training D...
Revised Equal Employment Opportunity Compliance Training	Completed: 9/18/2015	Status: Completed	Launch