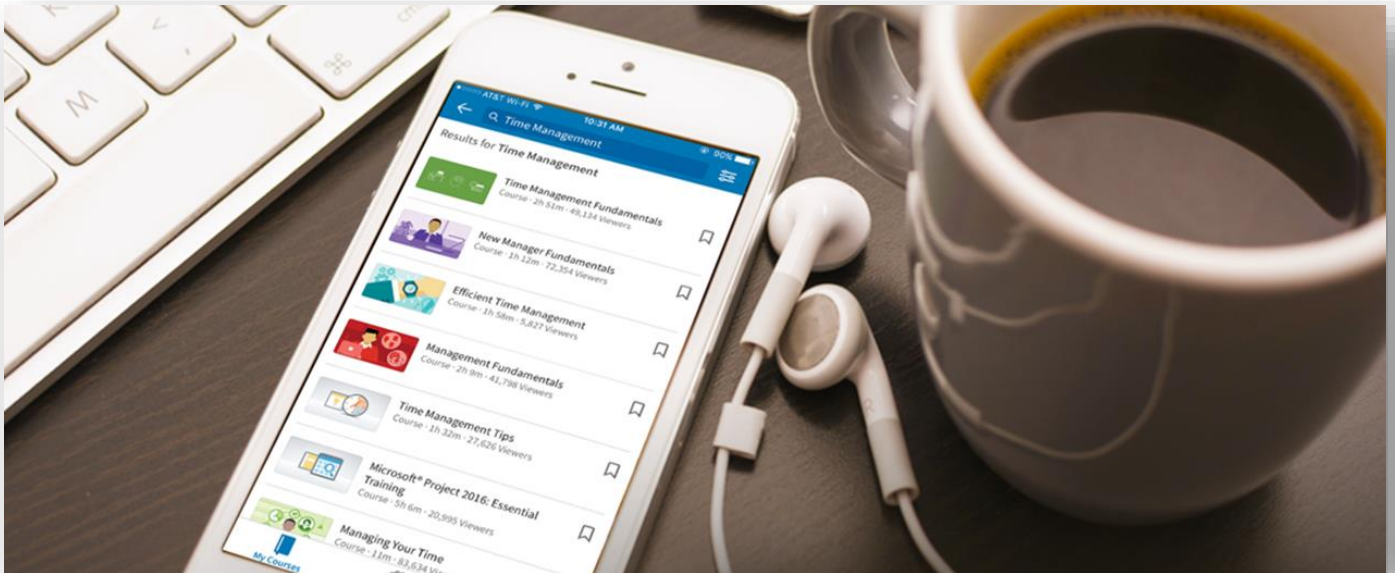


SuccessFactors Learning Adding External History to SuccessFactors



Indiana State
Personnel Department

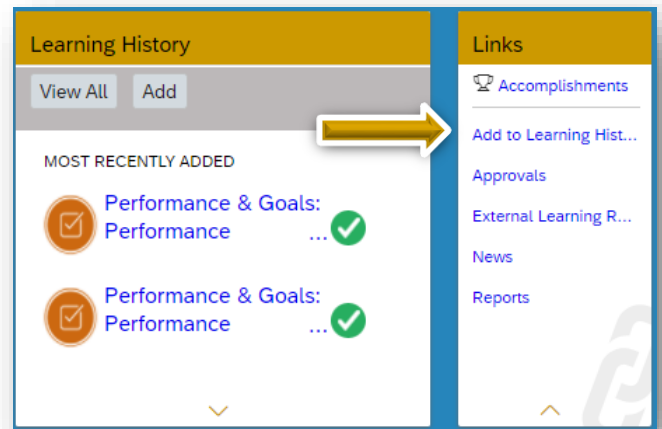




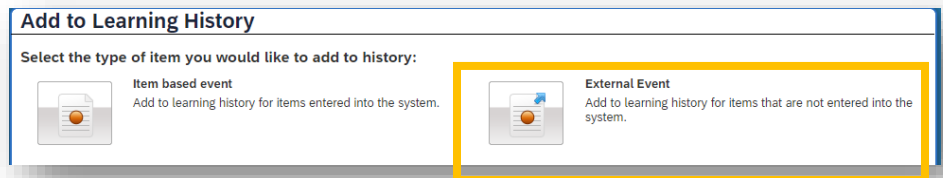
This material was developed for the SuccessFactors Learning Management System. If you have issues, please submit an IOT Help Desk ticket and ask for it to be reassigned to the SPD – LD Queue.

You can also visit the [INSPD Training website](#) for additional resources.

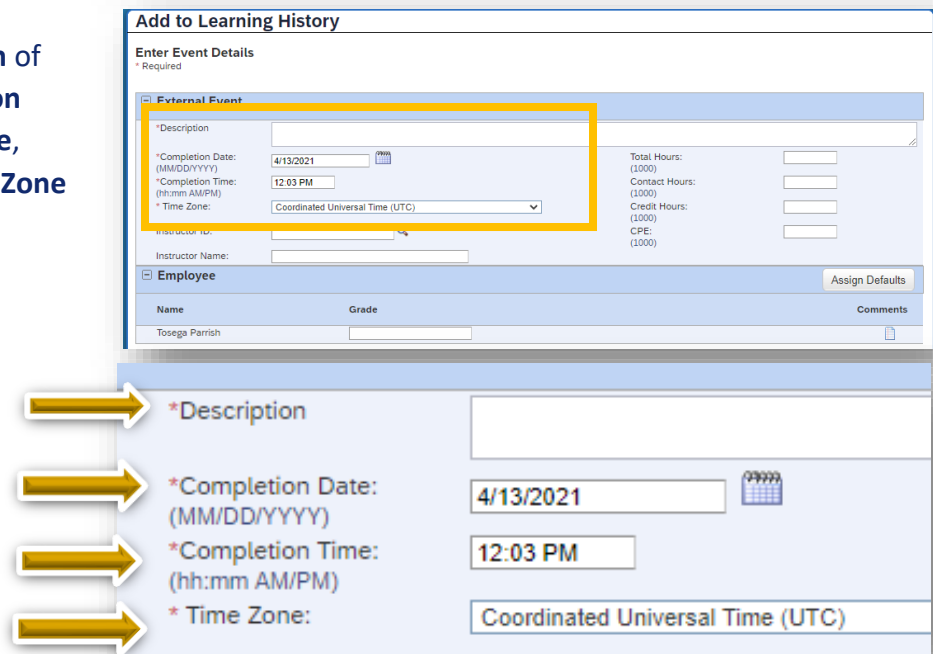
To add an External Learning item completed select **“Add to Learning History”** link on your My Learning page



Select **“External Event”**



Provide: A **description** of the course, **completion date**, **completion time**, and be sure the **Time Zone** is correct.





If possible, please provide **Instructor ID** and/or **Name**

Grade can be left blank

On the right of the screen, you can include:

- **Total Hours**
- **Contact Hours**
- **Credit Hours**
- **CPE**

Name	Grade
Tosega Parrish	<input type="text"/>

Total Hours: (1000)	<input type="text"/>
Contact Hours: (1000)	<input type="text"/>
Credit Hours: (1000)	<input type="text"/>
CPE: (1000)	<input type="text"/>

Select **Continue**

Enter Event Details
* Required

External Event

*Description: TEST

*Completion Date: 4/13/2021 (MM/DD/YYYY)

*Completion Time: 08:16 AM (hh:mm AMPM)

*Time Zone: Eastern Standard Time (America/Indianapolis)

Instructor ID:

Instructor Name:

Total Hours: (1000)

Contact Hours: (1000)

Credit Hours: (1000)

CPE: (1000)

Employee Assign Defaults

Name	Grade	Comments
Tosega Parrish	<input type="text"/>	<input type="text"/>

Cancel **Continue**

Cancel **Continue**



Please review all details:

- **Description**
- **Completion Date**
- **Completion Time**
- If there was an **Instructor**
- **Grade/Completion Rate**

Add to Learning History

Confirm Learning Details

Item: Rev
 TEST.

Completion Date: 4/13/2021
Completion Time: 08:16 AM US/Eastern
Primary Instructor:

Total Hours:
Contact Hours:
Credit Hours:
CPE:

Employee

Name	Grade	Comments	Costs	Amount
Tosega Parrish				

Back Add to Learning History Cancel

Once done, please select **Add to Learning History**

Add to Learning History

Confirm Learning Details

Item: Rev
 TEST.

Completion Date: 4/13/2021
Completion Time: 08:16 AM US/Eastern
Primary Instructor:

Total Hours:
Contact Hours:
Credit Hours:
CPE:

Employee

Name	Grade	Comments	Costs	Amount
Tosega Parrish				

Back Add to Learning History Cancel

Add to Learning History

Submit for Approval

Add to Learning History

Submit for Approval

This request requires approval using the steps listed below. If any step does not have a user listed as an approver, you must select one before you can submit the request.

History Record Details

Title: TEST. **Completion Date:** 4/13/2021
Type: External Event **Completion Time:** 08:16 AM America/Indianapolis

Approval Steps

Approval Step	Approvers
Supervisor	Manager Level 1 (Show All)
Admin	Admin (Show All)

Back Submit Cancel

Submit Cancel

You can check and see who the Approve is:

Add to Learning History

Submit for Approval

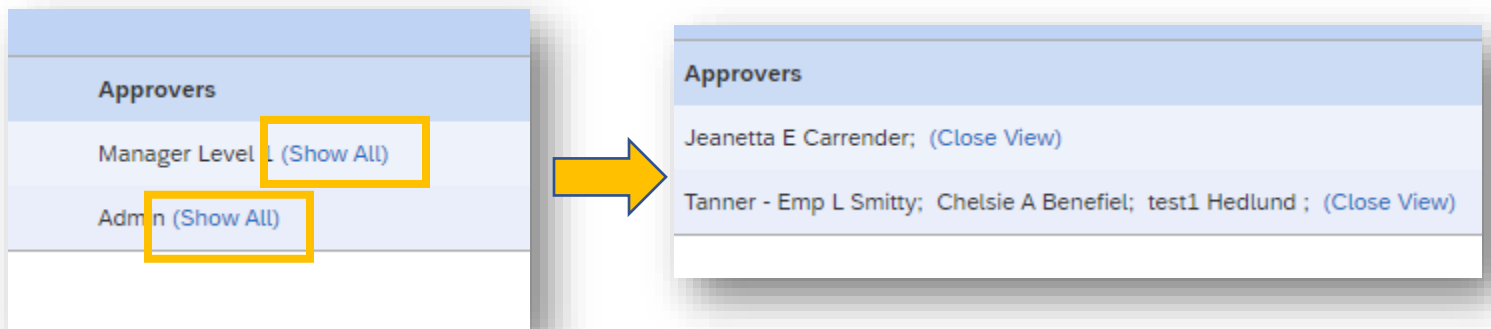
This request requires approval using the steps listed below. If any step does not have a user listed as an approver, you must select one before you can submit the request.

History Record Details	
Title: Test	Completion Date: 4/19/2021
Type: External Event	Completion Time: 02:15 PM US/Eastern

Approval Steps	
Approval Step	Approvers
Supervisor	Manager Level 1 (Show All)
Admin	Admin (Show All)

[Back](#) [Submit](#) [Cancel](#)

Select Show All:



Once you select Submit you should see this next screen:

Add to Learning History

Recording Status

Additional Action Required Before Learning May be Committed

Your request to add to learning history has been submitted and the request for approval has been sent to the required approvers. This event will be committed to history upon completion of all approvals.

- Parrish, Tosega [File Attachments \(0\)](#)



Your request to add learning history has been submitted!

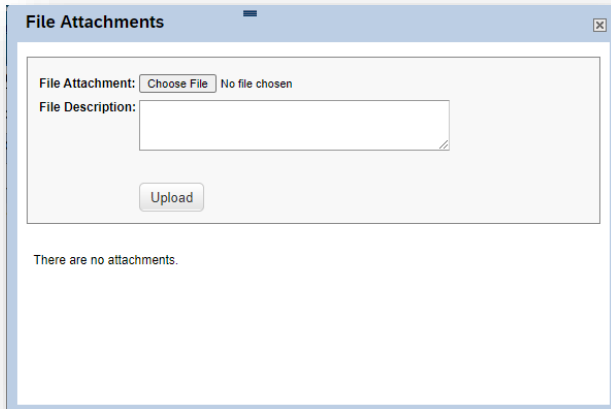
You can select Close.

A screenshot of a web application dialog box titled "Add to Learning History". The dialog has a white background with a blue border. At the top, it says "Recording Status". Below that is a blue header bar with the text "Additional Action Required Before Learning May be Committed". The main content area contains a message: "Your request to add to learning history has been submitted and the request for approval has been sent to the required approvers. This event will be committed to history upon completion of all approvals." Below the message is a list item "Parrish, Tosega" and a link "File Attachments (0)". In the bottom right corner, there is a "Close" button, which is highlighted with a yellow rectangular box.

To Add a Completion Certificate or other related documentation to your request, click **File Attachments**.

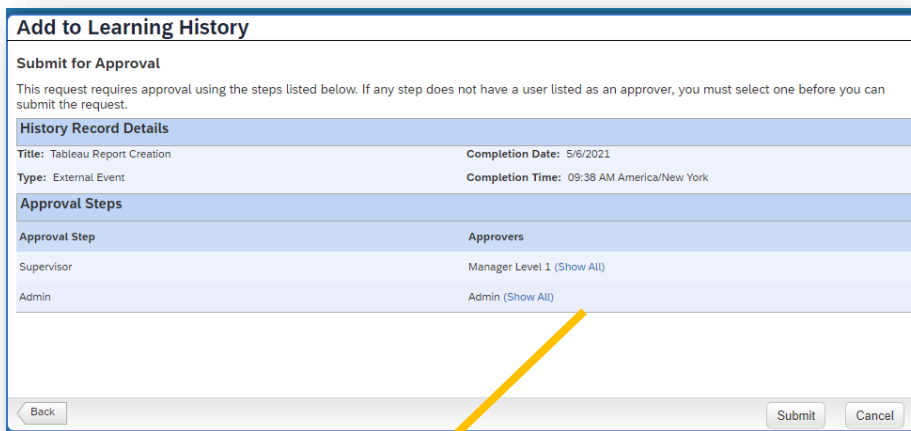
A screenshot of the same "Add to Learning History" dialog box. In this version, the "File Attachments (0)" link is highlighted with a yellow rectangular box. The "Close" button is still present in the bottom right corner but is not highlighted.

Choose File and Upload. The documentation will now be attached to the request.



The screenshot shows a 'File Attachments' dialog box. It contains a 'File Attachment:' field with a 'Choose File' button and the text 'No file chosen'. Below it is a 'File Description:' text area. An 'Upload' button is located below the text area. At the bottom of the dialog, it says 'There are no attachments.'

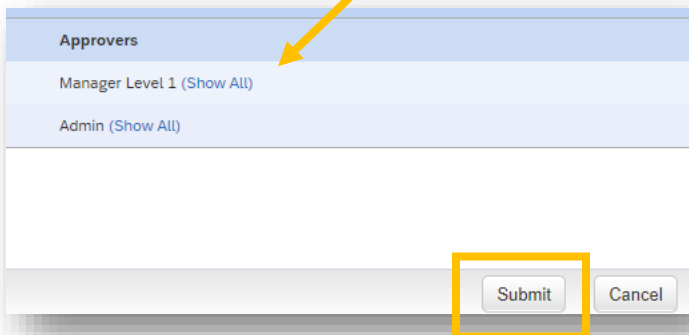
If an employee has **No Manager** listed on their employee record, they will see the following options below. Do not click on the links under Approvers and simply click **Submit**.



The screenshot shows the 'Add to Learning History' form. It includes a 'Submit for Approval' section with a warning message. Below this are sections for 'History Record Details' and 'Approval Steps'. The 'Approval Steps' section contains a table with columns for 'Approval Step' and 'Approvers'.

Approval Step	Approvers
Supervisor	Manager Level 1 (Show All)
Admin	Admin (Show All)

At the bottom of the form are 'Back', 'Submit', and 'Cancel' buttons.



This is a close-up of the 'Approvers' section from the previous screenshot. It shows a list of approvers: 'Manager Level 1 (Show All)' and 'Admin (Show All)'. At the bottom, the 'Submit' button is highlighted with a yellow box.



From this screen the employee will select **Close** on the request and the SPD Admin Team will review and/or approve. After this step the approval will either be routed to the Agency Admin Team or SPD will review with the Agency for final approval.

