SuccessFactors Learning
Adding External History to SuccessFactors
This material was developed for the SuccessFactors Learning Management System. Please contact SPDTraining@SPD.in.gov with any questions or comments.

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

Select **Continue**
Please review all details:

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

Once done, please select Add to Learning History

Submit for Approval
You can check and see who the Approve is:

![Add to Learning History screenshot]

Select Show All:

![Show All screenshot]

Once you select Submit you should see this next screen:
Your request to add learning history has been submitted!

You can select Close.

To Add a Completion Certificate or other related documentation to your request, click File Attachments.
Choose File and Upload. The documentation will now be attached to the request.

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.
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.