



Self-Reported Training

You can add records of training you took outside the UC Learning Center by using the Self-Reported training tool.

health.ucdavis.edu/cppn

Self-Reported Training

Add new self-reported training

1. On the Menu, click on **Self, Learning**, and then **Self-Reported Training**.
2. You will be taken to the self-reported training page. Here you will see past self-reported training you may have previously added. To add new training, click **New**.
3. Enter a **Name** for the training you completed.
4. Enter a **Code** if your company has provided one.
5. (Optional) Enter a Description of the training.
6. **Activity Type**. Please select Self-Reported Training.
7. Fill out any other fields as needed, such as **Cost** details or **Start** and **End** dates, and **Credit Hours**.
8. Select any applicable checkboxes.
 - a. **Hide this training from managers**: Your managers won't see the training.
 - b. **Do not show this training on the training transcript**: The training won't display on your Training Transcript.
9. Click **OK**.

When you have entered all the information. Unless you selected to not have the training show on your transcript, you should now see the information on your transcript.