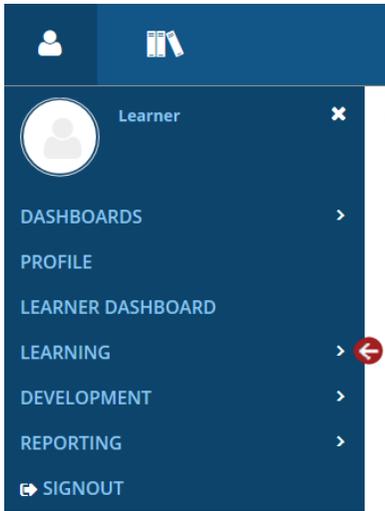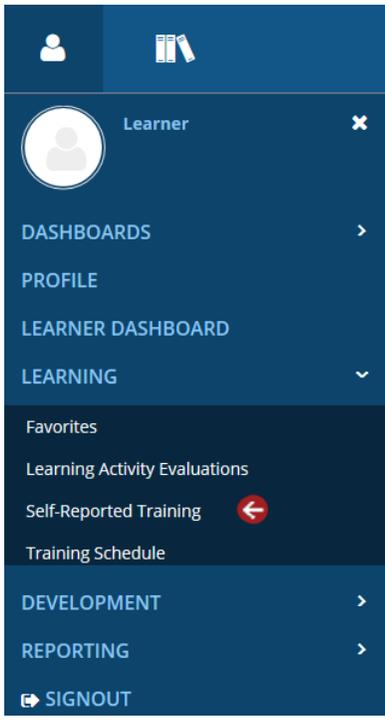|		How To Add, Delete, And/Or Edit Self-Reported Training
Learner		

1	Login to UC Learning Center (**http://uclc.uci.edu/**) and click **Login**. Login with your UCInetID credentials. *** If you need assistance with your login information, please contact Help Desk.**	
2	Click **Self** tab in the header navigation bar.	
3	Click **Learning** under the **Self** tab options.	
4	Click **Self-Reported Training** under the **Learning** section.	

5	Click **New** to add a training activity completed outside of UC Learning Center.	
6	Enter information about the training on the **Self-Reported Training Properties** page. Required fields are indicated with an asterisk (*), other fields are optional.	

7	When complete, click **OK**.	SELF-REPORTED TRAINING PROPERTIES
	You will see the added training under your **Self-Reported Training** section.	SELF-REPORTED TRAINING — The activity has been updated successfully.
8	To edit information of the added training, click ✏. Make your changes and click **OK** to save the changes.	SELF-REPORTED TRAINING — The activity has been updated successfully.

| 9 | To delete the added training under your **Self-Reported Training** section, click the box located to the left of the training name you want to delete. Click **Delete**. | |