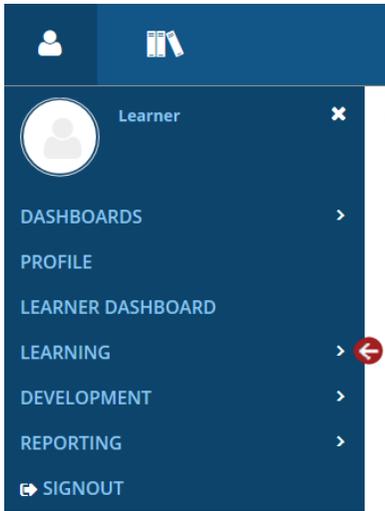
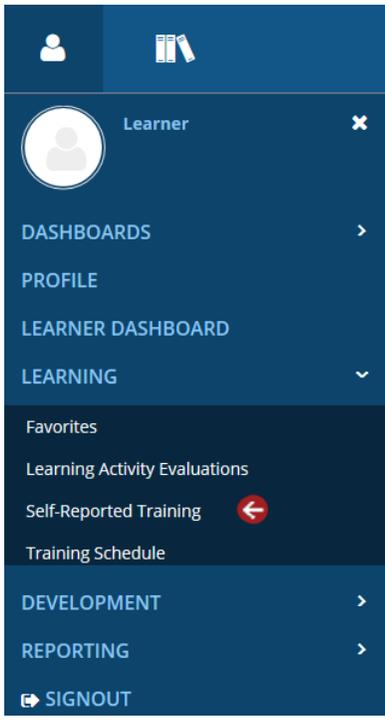


<p><b>1</b></p>	<p>Login to UC Learning Center (<a href="http://uclc.uci.edu/">http://uclc.uci.edu/</a>) and click <b>Login</b>. Login with your UCInetID credentials.</p> <p><b>* If you need assistance with your login information, please contact Help Desk.</b></p>	
<p><b>2</b></p>	<p>Click <b>Self</b>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

<p><b>5</b></p>	<p>Click <b>New</b> to add a training activity completed outside of UC Learning Center.</p>	<p>The screenshot shows the 'SELF-REPORTED TRAINING' page. At the top, there is a navigation bar with the Learning Center logo and a search icon. Below the navigation bar, the page title is 'SELF-REPORTED TRAINING'. A sub-header reads: 'This is a list of your self-reported training. You and your manager may be able to enter training you have taken or will take that is not represented in the system library.' There is a search bar with a 'Help' link and a search icon. Below the search bar, there are buttons for 'New' and 'Delete'. At the bottom right, it says 'Selected Items: 0   Records: 0'. A message at the bottom of the list area states 'There are no records to display.'</p>
<p><b>6</b></p>	<p>Enter information about the training on the <b>Self-Reported Training Properties</b> page.</p> <p>Required fields are indicated with an asterisk (*), other fields are optional.</p>	<p>The screenshot shows the 'SELF-REPORTED TRAINING PROPERTIES' page. The page title is 'SELF-REPORTED TRAINING PROPERTIES'. A sub-header reads: 'Enter or update the self-reported training information as needed. Choose to hide this training from managers or not show it on your training summary.' The form includes the following fields: 'Name:' (required), 'Code:', 'Description:', 'Activity type:*' (dropdown menu), 'Media type:' (dropdown menu), 'Delivery method:' (dropdown menu), 'Content type:' (dropdown menu), 'Cost:', 'Currency:' (dropdown menu), 'Start date:' (calendar icon), 'End date:' (calendar icon), 'Score:', 'Duration:' (with sub-fields for Days, Hours, Minutes, Seconds), 'Credit hours:', 'Activity organizer:', and 'Name of presenter:'. At the bottom, there are two checkboxes: 'Hide this training from managers' and 'Do not show this training on the training transcript'. 'OK' and 'CANCEL' buttons are at the bottom right.</p>

7 When complete, click **OK**.

You will see the added training under your **Self-Reported Training** section.

Name	Code	Activity Type	Start Date	End Date	Form
Added Training Taken Outside UC...		Class	8/1/2017	8/1/2017	

8 To edit information of the added training, click . Make your changes and click **OK** to save the changes.

Name	Code	Activity Type	Start Date	End Date	Form
Added Training Taken Outside UC...		Class	8/1/2017	8/1/2017	

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**.

