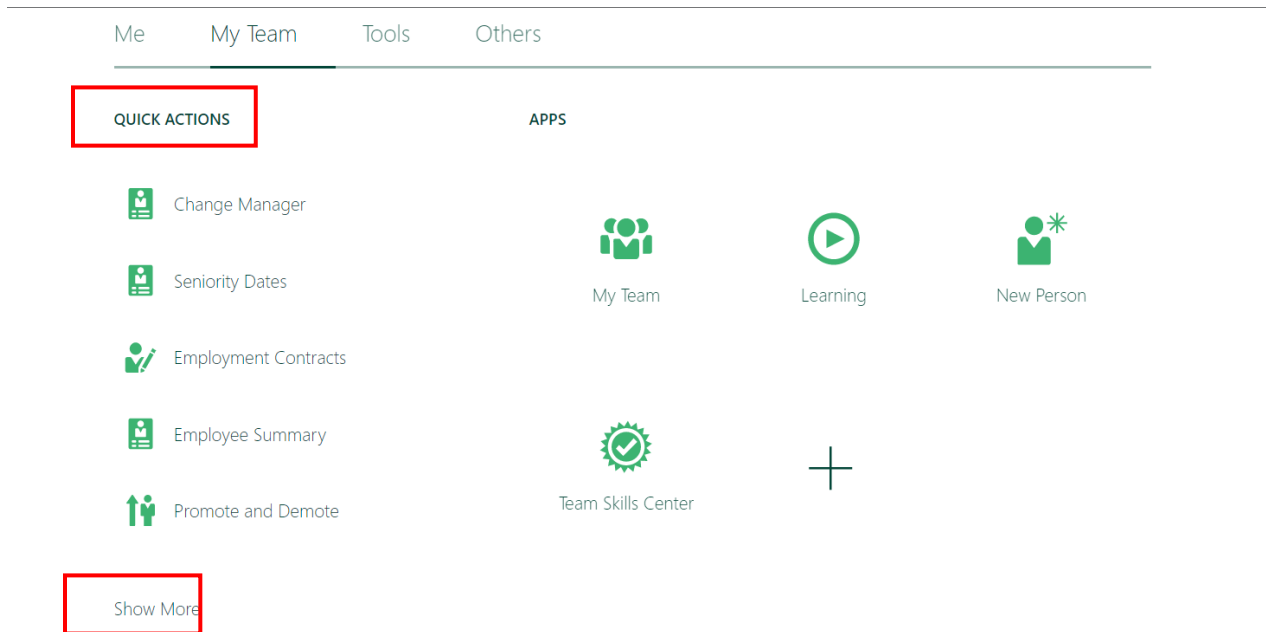


Step-by-Step Instructions

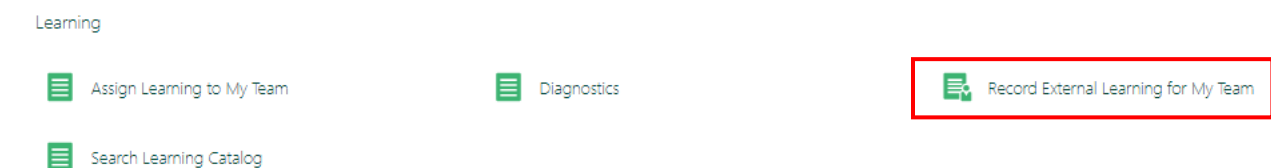
Add External Training for Direct Reports

Performed by: Manager

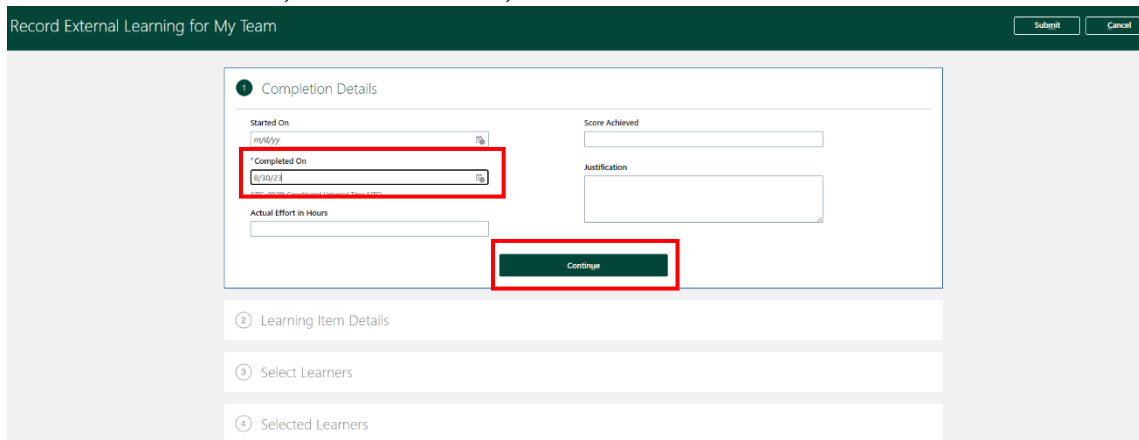
1. From the **Homepage**, navigate to the **My Team**, under the *Quick Actions* section click on **Show More**.



2. Under the **Learning** section, click **Record External Learning for My Team**.



3. In the *Completion Details* section populate the *Completed On* field, optionally populate the *Started On*, *Actual Effort in Hours*, *Score Achieved*, and *Justification*. Click on Continue.



4. In the *Learning Item Details* section populate the *Title*, optionally populate the *URL*, *Description*, *Effort in Hours*, *Cost*, and *Currency* fields. Click on **Continue**.

Record External Learning for My Team Submit Cancel

1 Completion Details Edit

2 Learning Item Details

URL URL Effort in Hours

Title Cost

Description Currency

Continue

3 Select Learners

4 Selected Learners

5. In the *Select Learners* section, select the Learner(s) that need the external training added. Use the check mark to select the individual and click on **Add Learners**. Once added a yellow box that says Added should appear next to the individual's name. Click **Continue**.

Record External Learning for My Team Submit Cancel

1 Completion Details Edit

2 Learning Item Details Edit

3 Select Learners

Search... Show Filters Display Direct reports × Sort Name A to Z

Add Learners

CB Added

CG

WC

Continue

4 Selected Learners

MSS: Add External Training for Direct Report

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- 6. In the *Selected Learners* section, you have the option to delete the learner by clicking on the check mark next to the Learners name and click on **Delete**. If none of the learners need to be deleted click **Submit** and this transaction is considered complete.

