

Training Documentation –

Adding External Training



An external training is any training that you completed for credit towards your certification or licensing that is not already in PDS Online.

1. Log into PDS Online.
2. View your transcript. See [next page](#) for instructions on how to view your transcript.
3. Click the ellipsis in the upper right corner of your transcript
4. Click “Add External Training”

Transcript: Test User

Use the transcript to manage all trainings. Please find navigation instructions [here](#).

Active ▾ By Date Added ▾ All Types ▾ Search for training

... Add External Training Export to PDF Print Transcript Run Transcript Report

5. Enter the Training **Title** (including the start date in the title is useful for viewing later), the **Description**, the **Agency/Institution** that provided the training, the training **start date** and **end date**, and the number of **Actual Training Hours Earned**.
6. Click Submit.

You will be taken to the Active tab of your transcript where you will see the training you just added is listed as registered. The training must be marked completed by the person listed as the manager in your PDS Online User Profile (usually your supervisor or licensing worker). See [following pages](#) for manager’s additional steps.

Add External Training

Enter the information below and submit for approval. This information will be added to your transcript, and you may follow the approval process by monitoring the status of the external training.

* = Required

Language
English (US)

Title *

Training Description

Institution

Training Dates *

Start Date [calendar icon] End Date [calendar icon]

Schedule

Cost
\$ USD 0

Actual Training Hours Earned *

Enter Number

Cancel Submit

Registration Management –

View Your Transcript

To manage your registrations and/or view your training completion, please click the button on your homepage.

The screenshot shows the PDS Online homepage. At the top, there is a search bar and navigation links for Home, Learning, and Search. Below the navigation is a large banner with the text "Welcome to PDS Online," and a photo of a smiling child. Underneath the banner are three promotional tiles: "Changed positions? Changed agencies? Update your PDS Online profile!", "MCWP Mobile Apps" (listing apps for Android and Apple devices), and "Wisconsin Child Abuse Network (WI CAN)". Below these tiles is a row of four buttons: "View Your Transcript" (circled in red), "Upcoming Training Session and Conference Calendar", "Update My Profile", "How To?", and "Contact Us". At the bottom of the page, there are links for "Wisconsin Child Welfare Professional Development System", "Milwaukee Child Welfare Training System", and "PRIVACY STATEMENT".



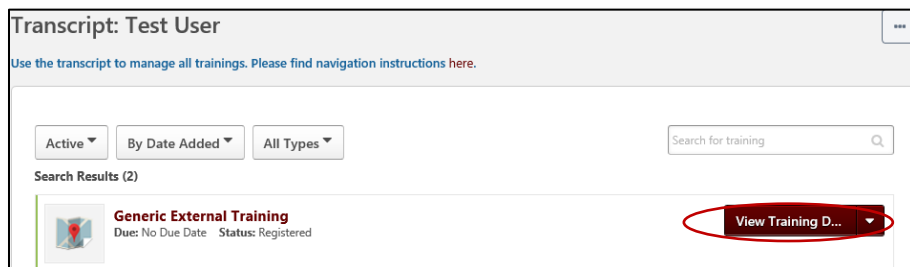
Tip: Your transcript is sorted into three separate pages: Active, Completed, Archived. To view the separate transcript pages, click on the appropriate option from the dropdown menu.

The screenshot shows the PDS Online Transcript page. At the top, there is a navigation bar with Home, Learning, and Search. Below the navigation bar is a user profile section with a dropdown menu for "Transcript" (selected), "User Profile Overview", and "Actions". Below the user profile section is a breadcrumb trail: "Home > Kimberly Abbs > Transcript:". Below the breadcrumb trail is the heading "Transcript:" and a link: "Use the transcript to manage all trainings. Please find navigation instructions here." Below the link is a filter section with three dropdown menus: "Active" (selected), "By Date Added", and "All Types". The "Active" dropdown menu is open, showing three options: "Active" (selected), "Completed", and "Archived".

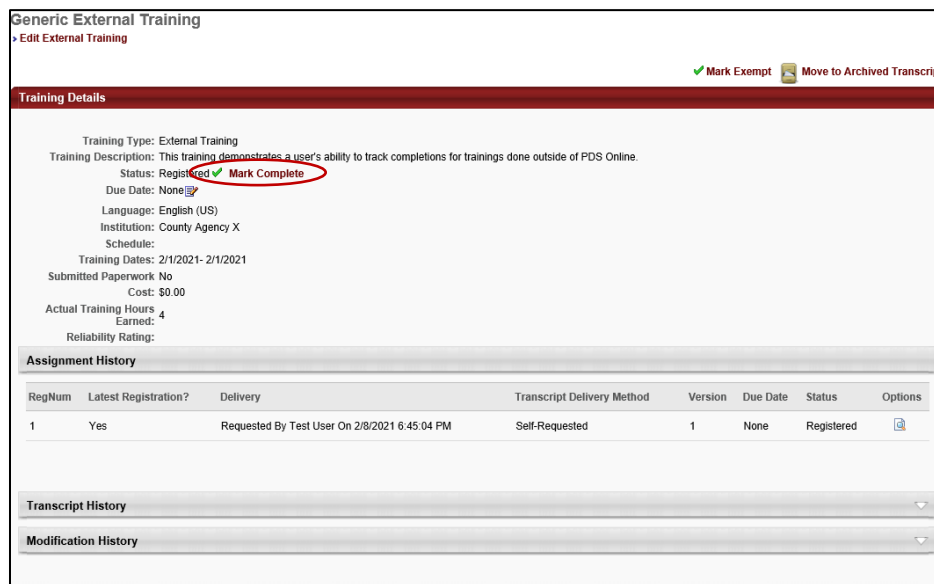
PDS Online Manager Functionality –

Approving External Trainings

1. From your staff/caregiver’s transcript, click “View Training Details” next to the appropriate external training.



2. Click “Mark Complete”



3. You can verify that the training is now marked complete by finding it on the staff/caregiver’s completed transcript tab.