

Add External Training to Talent Management System (TMS) Transcript

From osuokc.edu, log in to **my.OKSTATE** with your O-key credentials. On the **Employee tab**, click the link for *Talent Management System*.

Click on T for Completed Transcript.

Welcome Lynne!

America's Brightest Orange

You can access your professional development through the **LEARNING** portal, **SEARCH JOBS** if you are managing or looking for open positions, or access the **PERFORMANCE** portal to manage performance reviews and feedback opportunities.



Inbox

[View transcript](#)
(0 approved training selection(s))
(Registered for 3 training selection(s))



To add external training, click on the 3 dots on the far right for more menu options, and pick *Add External Training*.

Home > Lynne Burgett > VIEW YOUR TRANSCRIPT Lynne Burgett:

VIEW YOUR TRANSCRIPT Lynne Burgett:

USE THE DROP DOWN MENU, DEFAULTED TO ACTIVE, TO VIEW YOUR COMPLETED LEARNING.

Active ▾ By Date Added ▾ All Types ▾

Search for training

Search Results (2)

| | | |
|--|--|----------|
| | Virtual Benefits Fair for 2021 Annual Enrollment Due: No Due Date Status: Registered | Launch ▾ |
|--|--|----------|

... ▾

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

In the form, enter the title of the training, description, the institution sponsoring the event, training dates, cost (can be 0), and the credits earned (number of hours of training). You are also able to drag and drop or upload files with more detailed training information.

Click *Submit*.

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.

Attachments: Attach supporting documentation for your past training. This would include conference schedules, notes, outlines or certificates of completion or certification.

* = Required

Language

English (US) ▼

Title *

Oklahoma CUPA HR 2021 Conference

Training Description

Conference topics: Transforming performance management into performance development, Roundtable discussions on Remote to in-person transition, Training & development, Compensation, and Benefits. Final session: Onboarding new employees: Transforming uncertain outsiders into committed insiders. ✕

Institution

College and University Professional Association for Human Resources

Training Dates

7/28/2021



7/28/2021



Schedule

Cost

\$ USD ▼

0

Credits Earned *

3

Attachment(s)

Drag and drop files here or

Select a file

Cancel

Submit

Once you submit the training, it will show up right away in your transcript. Be sure to select *Mark Complete* to move training to your completed list. If training was set up with a future date, you will not be able to mark complete until that date.

USE THE DROP DOWN MENU, DEFAULTED TO ACTIVE, TO VIEW YOUR COMPLETED LEARNING.

Active ▾ By Date Added ▾ All Types ▾ 🔍

Search Results (3)

| | | |
|---|--|------------------------|
|  | Oklahoma CUPA HR 2021 Conference Due: No Due Date Status: Registered | Mark Complete ▾ |
|  | Virtual Benefits Fair for 2021 Annual Enrollment Due: No Due Date Status: Registered | Launch ▾ |
|  | Workers' Compensation 101 Due: No Due Date Status: Registered | Inactive ▾ |