The following information is used to request external training...

1. Log onto BEACON

2. Click on the “Learning” tab

3. Click on “Submit”
4. Click on “Yes”

5. Click on “My Training and Transcript”

6. Click on “Add External Training”

7. Enter the training information
8. If you have already taken the training then you will need to upload your certificate, etc., so click on “Attachments”

9. Click on “Browse…” to find your certificate, then click on “Upload” when you have added it

10. Click on “Submit”
11. The external training will be displayed on your transcript with a status of “Pending Approval” and you will also receive an email stating the request has to be approved by your supervisor.

12. Once you have received approval from your supervisor, the status will change to “Registered” and you will also receive an email stating the request has been approved.
13. If you have already completed the course and uploaded your certificate then click on “Mark Complete” (if you have not yet taken the course then you will need to come back to this step after completion of the course and receipt of your certificate).

14. Check the box to certify that you have submitted a copy of the certificate to your supervisor, provide a grade (if applicable), and click “Submit”

15. The external training will now be displayed on your transcript with a status of “Pending Completion Approval”

16. Once your supervisor has approved completion of the course, it will no longer be in your “Active” tab...

17. ...but will now be displayed in your “Completed” tab with a status of “Completed”