SuccessFactors Learning
Adding External History to SuccessFactors

Indiana State Personnel Department

**Indiana State
Personnel Department**
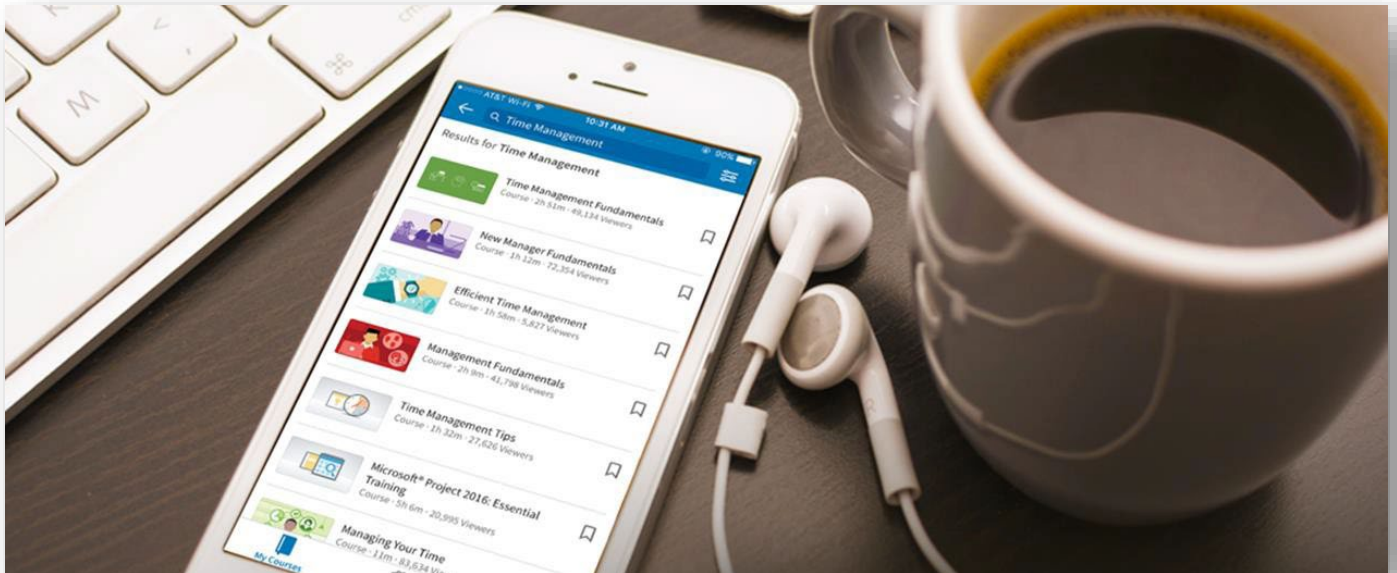
**This material was developed for the SuccessFactors Learning
Management System. Please contact SPDTraining@SPD.in.gov with
any questions or comments.**

You can also visit the INSPD Training website for additional resources.

Indiana State Personnel Department

To add an External Learning item completed select icon in the upper right corner. From the drop-down menu, select the last one: **Add to Learning History**.
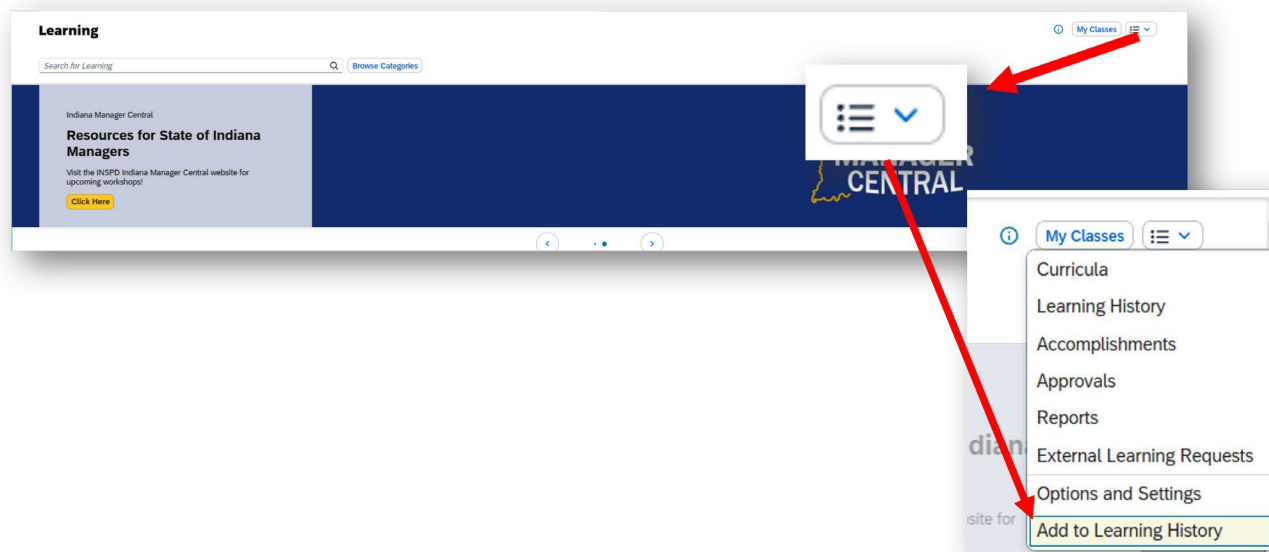
Select "**External Event**"
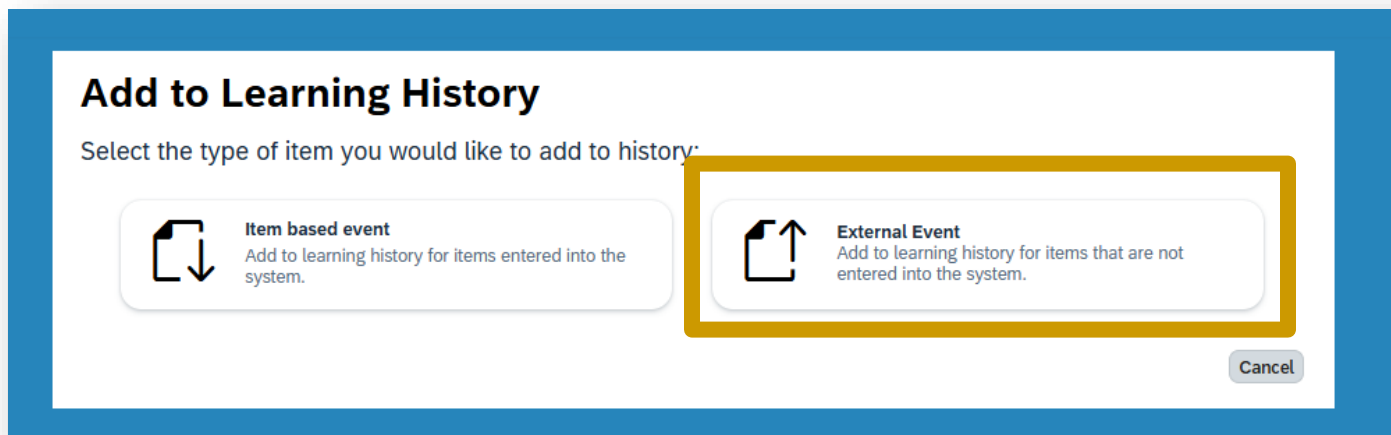
Provide: A **description** of the course, **completion date**, **completion time**, and be sure the **Time Zone** is correct.

Add to Learning History

Enter Event Details

Required *

⊖ External Event

Description *

Completion Date:(MM/DD/YYYY) * 1/2/2025

Completion Time:(hh:mm AM/PM) * 09:07 AM

Time Zone: * Eastern Standard Time (America/Indianapolis) ⌄

Instructor Name:

Total Hours: (1000)

Contact Hours: (1000)

Credit Hours: (1000)

CPE: (1000)

⊖ Employee

Assign Defaults

Name	Grade	Comments
Tosega M Parrish		🗨

Back

Continue   Cancel

If possible, please provide **Instructor ID** and/or **Name**

Instructor ID: 🔍

Instructor Name:

⊟ **Employee**

Name	Grade
Tosega Parrish	

Grade can be left blank

On the right of the screen, you can include:
- **Total Hours**
- **Contact Hours**
- **Credit Hours**
- **CPE**

Total Hours: (1000)

Contact Hours: (1000)

Credit Hours: (1000)

CPE: (1000)

**Indiana State
Personnel Department**

Select **Continue**

Enter Event Details
* Required

External Event

*Description	TEST.		
*Completion Date: (MM/DD/YYYY)	4/13/2021	Total Hours: (1000)	
*Completion Time: (hh:mm AM/PM)	08:16 AM	Contact Hours: (1000)	
* Time Zone:	Eastern Standard Time (America/Indianapolis)	Credit Hours: (1000)	
Instructor ID:		CPE: (1000)	
Instructor Name:			

Employee   Assign Defaults

Name	Grade	Comments
Tosega Parrish		

Cancel   Continue ▶

Please review all details:

- **Description**
- **Completion Date**
- **Completion Time**
- If there was an **Instructor**
- **Grade**/Completion Rate

Add to Learning History

Confirm Learning Details

Item: Rev
    TEST.
Completion Date: 4/13/2021   Total Hours:
Completion Time: 08:16 AM US/Eastern   Contact Hours:
Primary Instructor: Credit Hours:
                                              CPE:

Employee

Name	Grade	Comments	Costs	Amount
Tosega Parrish				

Back   Add to Learning History   Cancel

Once done, please select **Add to Learning History**

Add to Learning History

Confirm Learning Details

Item: Rev
    TEST.
Completion Date: 4/13/2021   Total Hours:
Completion Time: 08:16 AM US/Eastern   Contact Hours:
Primary Instructor: Credit Hours:
                                              CPE:

Employee

Name	Grade	Comments	Costs	Amount
Tosega Parrish				

Back   Add to Learning History   Cancel

Add to Learning History

**Indiana State
Personnel Department**

Submit for Approval

Add to Learning History

Submit for Approval

This request requires approval using the steps listed below. If any step does not have a user listed as an approver, you must select one before you can submit the request.

History Record Details

Title: TEST.	Completion Date: 4/13/2021
Type: External Event	Completion Time: 08:16 AM America/Indianapolis

Approval Steps

Approval Step	Approvers
Supervisor	Manager Level 1 (Show All)
Admin	Admin (Show All)

Back   Submit   Cancel

Submit   Cancel

You can check and see who the Approver is:

Add to Learning History

Submit for Approval

This request requires approval using the steps listed below. If any step does not have a user listed as an approver, you must select one before you can submit the request.

History Record Details

Title: Test	Completion Date: 4/19/2021
Type: External Event	Completion Time: 02:15 PM US/Eastern

Approval Steps

Approval Step	Approvers
Supervisor	Manager Level 1 (Show All)
Admin	Admin (Show All)

Back   Submit   Cancel

Select Show All:

Approvers
Manager Level 1 (Show All)
Admin (Show All)

Approvers
Jeanetta E Carrender; (Close View)
Tanner - Emp L Smitty; Chelsie A Benefiel; test1 Hedlund ; (Close View)

Indiana State Personnel Department

Once you select Submit you should see this next screen:

Add to Learning History

Recording Status

Additional Action Required Before Learning May be Committed

Your request to add to learning history has been submitted and the request for approval has been sent to the required approvers. This event will be committed to history upon completion of all approvals.

- Parrish, Tosega   🔗 File Attachments (0)

To **Add a Completion Certificate** or other related documentation to your request, click **File Attachment**

Add to Learning History

Recording Status

Additional Action Required Before Learning May be Committed

Your request to add to learning history has been submitted and the request for approval has been sent to the required approvers. This event will be committed to history upon completion of all approvals.

- Parrish, Tosega   🔗 File Attachments (0)

Close

Choose File and **Upload**. The documentation will now be attached to the request.

File Attachments ☒

File Attachment: [Choose File] No file chosen
File Description: [   ]

[Upload]

There are no attachments.

If an employee has **No Manager** listed on their employee record, they will see the following options below. Do not click on the links under Approvers and simply click **Submit**.

Add to Learning History

Submit for Approval
This request requires approval using the steps listed below. If any step does not have a user listed as an approver, you must select one before you can submit the request.

History Record Details

| Title: Tableau Report Creation | Completion Date: 5/6/2021 |
| Type: External Event | Completion Time: 09:38 AM America/New York |

Approval Steps

Approval Step	Approvers
Supervisor	Manager Level 1 (Show All)
Admin	Admin (Show All)

[Back]   [Submit] [Cancel]

Approvers

Manager Level 1 (Show All)

Admin (Show All)

[Submit] [Cancel]

Indiana State Personnel Department

From this screen the employee will select **Close** on the request and it will be sent to your manager for the first approval. After this step the approval will either be routed to the Agency Admin Team or SPD will review with the Agency for final approval.

Add to Learning History

Recording Status

Additional Action Required Before Learning May be Committed

Your request to add to learning history has been submitted and the request for approval has been sent to the required approvers. This event will be committed to history upon completion of all approvals.

- Carrender, Jeanetta   File Attachments (0)

Close