

# YOUR TRAINING HISTORY

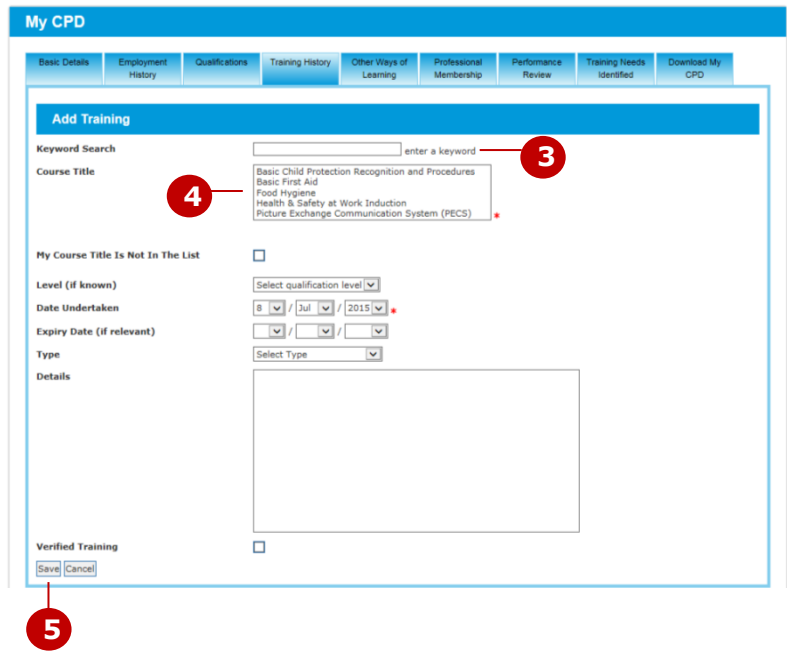
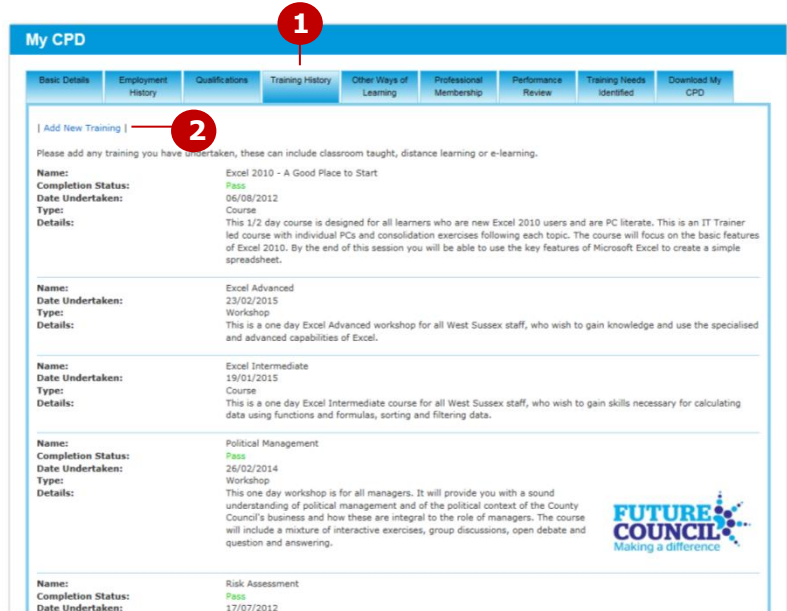
The **Training History** section is the area where all the training you have attended through the Learning and Development Gateway appears. If you attended any

training prior to the launch of the Gateway you can add it here

## Try This Yourself:

Before trying this ensure that you have logged on to the Gateway and accessed the My CPD area

- 1** Click the **Training History** tab  
*Your training history will appear*
- 2** To add new training click **Add New Training**
- 3** Enter a keyword or course to search  
*A list of courses will appear*
- 4** Click the correct course then complete the rest of the form with the relevant information
- 5** Click **Save**



## For Your Reference...

1. If your course is not listed click **My Course Title Is Not In The List** then add your course

## Handy to Know...

- Your training history is listed in alphabetical order