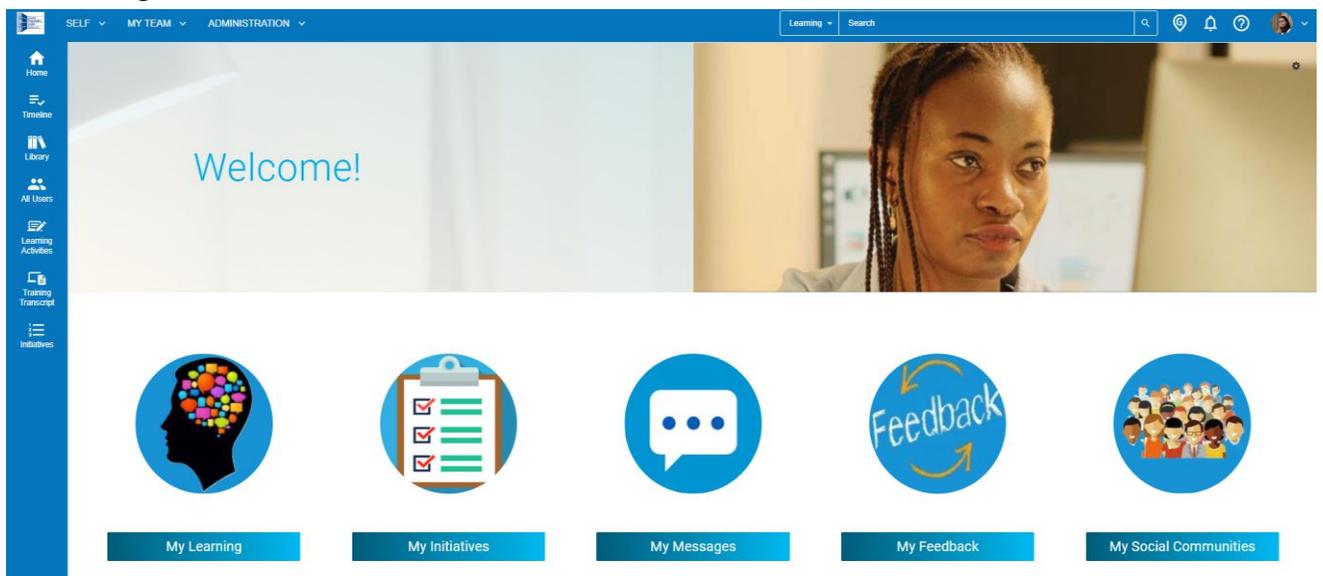




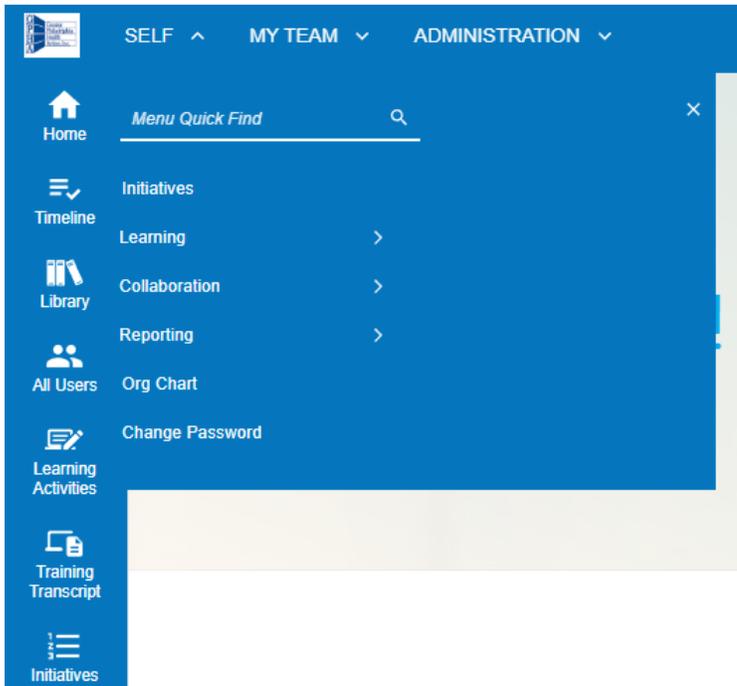
UPLOADING DOCUMENTS TO G.O.A.L.

Please see the steps below:

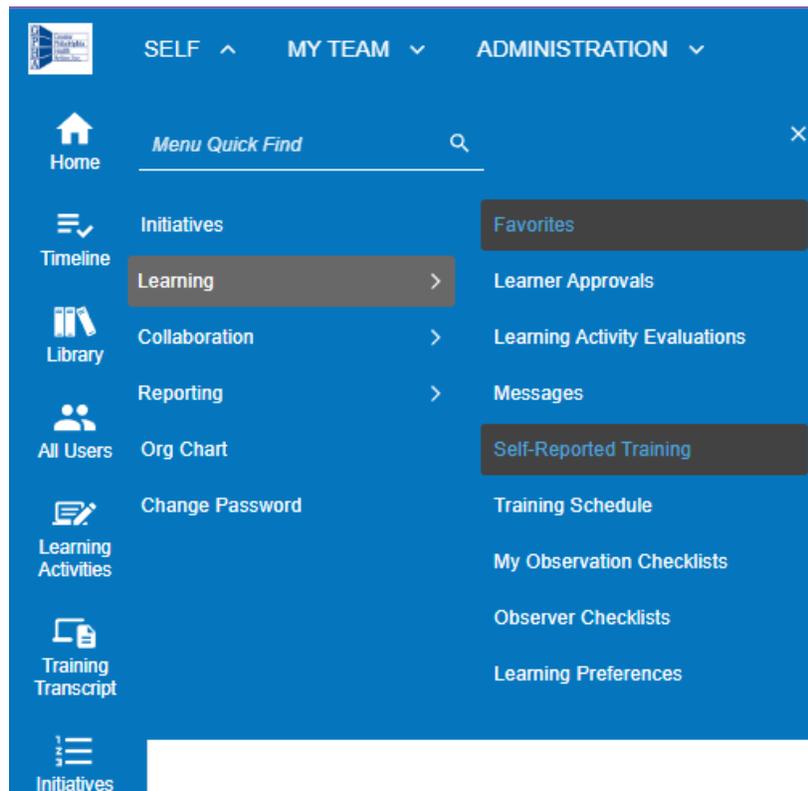
1. Log into **G.O.A.L.**



2. Click on **"Self"** at the top of screen



3. Click **"Learning"** and then **"Self Reported Training"**



4. On the **Self Reported Training** page, click **"New"**

SELF-REPORTED TRAINING

This is a list of your self-reported training. You and your manager may be able to enter training you have taken or will take that is not represented in the system library.

Search: [Help](#)

View:

New Delete Selected Items: 0 | Records: 3

5. Add the course or certificate title, and upload the certificate (remove spaces and dates from the certificate name before uploading), also add the dates/times, notes, and any other information you can share. And then click **"OK"** at the bottom of the page.

SELF-REPORTED TRAINING PROPERTIES

Enter or update the self-reported training information as needed. Choose to hide this training from managers or not show it on your training summary.

Note: This Self-Reported Training activity requires approval from your manager/ training approver.

Name:

Upload Attachment:Certificate:

Description:

Activity type:

Start date:

End date:

Duration:

Days(s)	Hour(s)	Minute(s)	Second(s)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Credit hours:

Activity organizer:

Do not show this training on the training transcript

Learner Comments:
Please explain to your supervisor why this training should be approved.