

## UPLOADING DOCUMENTS TO G.O.A.L.

Please see the steps below:

1. Log into <u>G.O.A.L.</u>



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:

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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.

OK CANCEL

Exter or update the self-reported training activity requires approval from your manageri training approver. Note: This Self-Reported Training activity requires approval from your manageri training approver. Name: CPR CettCate Updated AttachmeetCettFicate: ExtenderSTPUpacane@DSMediAttaches.aft27.Standbirts BBCWSE Descreption: 2 year CPR cettGate explese 12/125 2 ye	
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Activity organizer:	
Do not show this training on the training transcript	
Learner Comments:	
Please explain to your supervisor why this training should be approved.	