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Cornerstone for Salesforce (CFS)

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## Learning > Learning Administration > Learning Preferences > General Learning Preferences > Configure External Training

## **Configure External Training by Division**

The Configure External Training screen enables administrators to define the fields that appear within the Add External Training pop-up. The Add External Training custom fields can be customized at the OU level. In addition, you can choose whether users are able to enter a grade when marking the external training complete. You may also enable the user to link the external training to competencies. The comments field which is available to users and administrators when editing the external training is a configurable option; you can choose whether to display it and can also make it required.

To configure external training by OU, go to Admin > Tools > Learning > Learning Preferences. In the General Learning Preferences section, select the Configure External Training link.

$\Box$	⊕ Permissions			
	PERMISSION NAME	PERMISSION DESCRIPTION	CATEGORY	
	Configure External Training	Grants ability to configure external training preferences at global/OU level. This is an administrator permission.	Learning - Administration	

