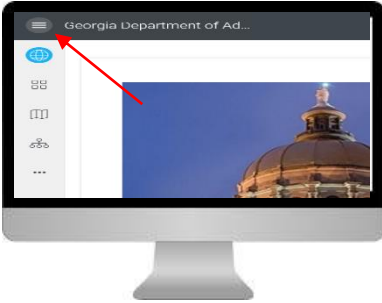


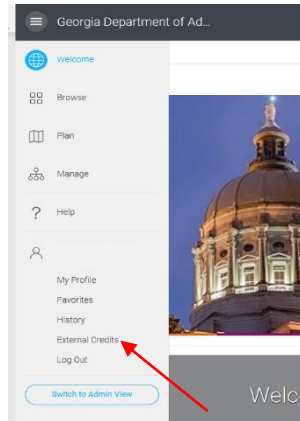
## External Courses Credits

Keep track of your external training in one place!

### Step 2



### Step 3



How do I enter it?

You can now record training that you complete with a third-party or an external organization in Team Georgia Learning to earn continuing education units (CEUs). Keep track of your CEUs!

1. Access Team Georgia Learning at [doas.exceedlms.com](https://doas.exceedlms.com)
2. On the Welcome page, click on the Menu Icon to open the drop-down menu
3. Select "External Credits"
4. Enter the following key information:
  - Name (title of course/training)
  - Location (online, Atlanta, etc.)
  - Completion Date
  - Duration
  - Credit (1 credit for every 60 minutes)
  - Attachment (attach agenda, attendance confirmation, certificate or other documentation)
5. Click "Create External Credit"
6. Repeat the steps above for each session you attended

Record your external training in Team Georgia Learning and keep track of your CEUs!

Questions? Contact us via email at [georgia.learning@doas.ga.gov](mailto:georgia.learning@doas.ga.gov).