Post-Event Info for Data Entry to Transcript

If you conduct training for participants that are not pre-registered, the following information is needed to add the training to their transcript.

Course Name: _____ Delivery Date: _____

_____ Times or Duration: _____

Instructor/s: _____ Location: _____

Attendee First Name	Last Name	NetID*	Your Direct Supervisor	**Other Supervisor/s** ** All Primary Investigators (PI) for projects that you work on.

Print multiple copies as needed.

*Non-MSU participants do not have a Saba account unless they previously set-up a Community ID. For those with a Community ID, enter that (email address can be added to next line). For those with without a Community, they must create one and login to Saba in order to create an account with a transcript. Alternatively, provide APID or ZPID.