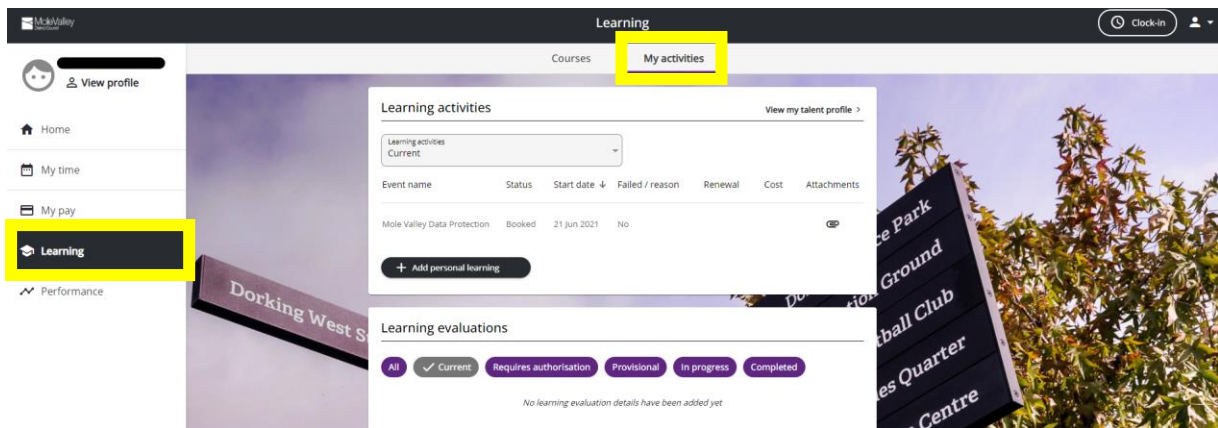


## Inputting the Data Protection Course

Select **Learning** on the left hand menu and then **My Activities**



Then select add personal learning:

**+ Add personal learning**

On your first screen go to Career & Development

The following screen appears:

< Back to My activities

---

Personal learning event details

\* Event title (required)

Internal

\* Start date (dd/mm/yyyy) (required)

End date (dd/mm/yyyy)

Duration

Learning hours

Learning activity name

Learning activity type

Enter the details as below for the course:


Personal learning event details

\* Event title (required)


Mole Valley Data Protection

Internal

\* Start date (dd/mm/yyyy) (required)

19/01/2022 

End date (dd/mm/yyyy)

19/01/2022 

Duration

Please choose 

Learning hours

Learning activity name

Mole Valley Data Protection Course 

Learning activity type

Legislation update 

Learning event code

Renewal date (dd/mm/yyyy)



Completed

Score

Failed

Use the drop down arrows to select the Learning Activity name and Learning Activity Type

Please ensure that you complete the end date and tick completed.

When complete, select **SAVE**

You can view your activity by selecting **All** from the drop down list:

**Learning activities** [View my talent profile >](#)

Learning activities  
All

Event name	Status	Start date ↓	Failed / reason	Renewal	Cost	Attachments
Mole Valley Data Protection	Booked	21 Jun 2021	No			
[REDACTED]	Completed	11 Mar 2021	No			
[REDACTED]	Completed	27 May 2020	No			
[REDACTED]	Completed	26 Feb 2020	No			
[REDACTED]	Completed	10 Feb 2020	No			
[REDACTED]	Completed	29 Jan 2020	No			
[REDACTED]	Completed	27 Nov 2019	No			
Mental Health Awareness for Managers	Completed	21 Nov 2019	No			

[+ Add personal learning](#)

**Learning evaluations**

[✓ All](#) [Current](#) [Requires authorisation](#) [Provisional](#) [In progress](#) [Completed](#)

*No learning evaluation details have been added yet*