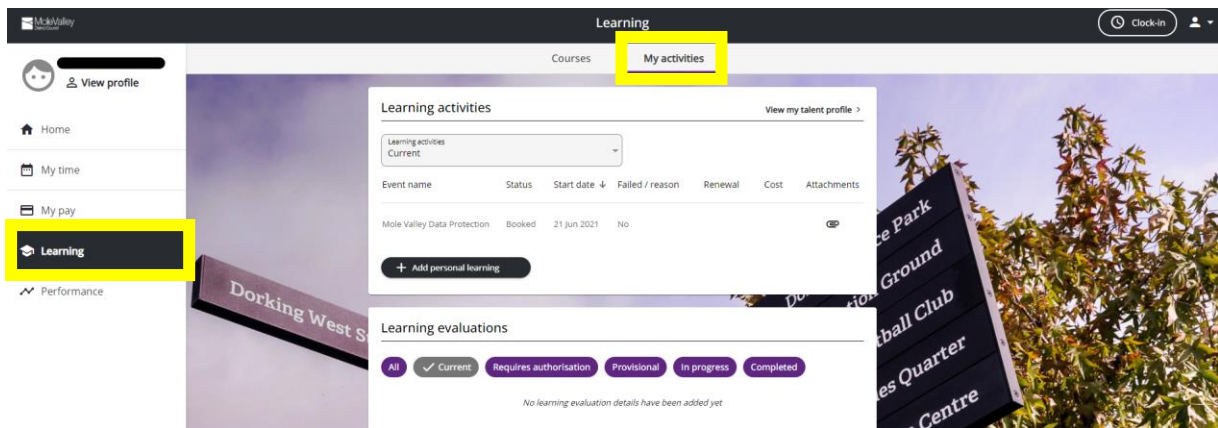## Inputting the Data Protection Course

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

Then select add personal learning:

On your first screen go to Career & Development

The following screen appears:

Enter the details as below for the course:

< Back to My activities

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

Save • Cancel • ➕ Add personal learning

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: