Inputting the Data Protection Course

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Select Learning on the left hand menu and then My Activities

Enter the details as below for the course:

< Back to My activities

Personal learning event details

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Save Cancel + Add personal learning	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**

Learning activities					View my	View my talent profile	
Learning activities All		-					
Event name	Status	Start date 🌵	Failed / reason	Renewal	Cost	Attachments	
Vole Valley Data Protection	Booked	21 Jun 2021	No			e	
	Completed	11 Mar 2021	No			e	
	Completed	27 May 2020	No			e	
	Completed	26 Feb 2020	No			e	
	Completed	10 Feb 2020	No			e	
	Completed	29 Jan 2020	No			e	
	Completed	27 Nov 2019	No			e	
Mental Health Awareness for Managers	Completed	21 Nov 2019	No			e	
+ Add personal learning							
earning evaluations.							
✓ All Current Req	uires authoris	ation Pro	visional In pr	ogress C	ompleted		
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You can view your activity by selecting **All** from the drop down list: