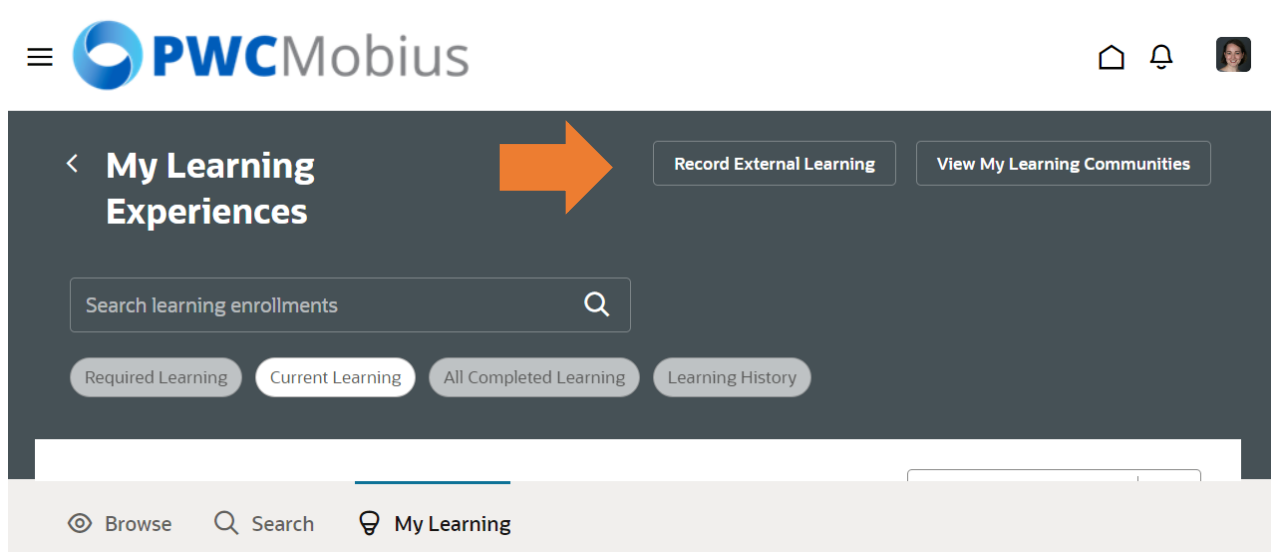


MOBIUS QUICK GUIDE – RECORD EXTERNAL LEARNING

If you have **external learning** that you have completed, you can store this all in PWC University for easy access and record keeping. Start by logging into PWC University though Mobius.



Click on the Record External Learning at the top of the page.



From here, there are three sections to complete to record your learning. You must complete all sections that have an asterisk (*). There are other optional sections that may be helpful for recording additional details of the training you completed.

Learning Item Details – Basic **External Learning** Overview Information

- URL – The website link for the course or its enrollment information should go here.
- Title – The name of the course, learning, certification, etc. should be entered here.
- Description (optional) – Enter any details about the external learning content that was covered.
- Cost (optional) – Enter the cost (if any) of the external learning.
- Currency (optional) – (With cost) Enter what currency the external learning was paid for in.
- Continuing Professional Education Type (optional) – Opportunity to note if this was for ongoing education or professional certification
- Continuing Professional Education Units (optional) – (With Education Type) Enter the number of units granted by the external learning.

Completion Details – Record information about the completion of the **external learning**.

- Started On (optional) – Enter what date you started the **external learning**.
- Completed On – Enter the date completion for the **external learning** was earned. **NOTE:** *You cannot future-date your completion.*

- Actual Class Hours (optional) – Enter the amount of time you spent with the **external learning**.
- Score Achieved (optional) – Record the score you achieved (if any) for the **external learning**.
- Justification (optional) – Record any added information you would like to include on the completion status of the **external learning**.

Related Materials – Here you can add attachments and supporting documentation to provide confirmation of your achievements through the **external learning**. This section is strongly recommended.

Related Materials

Attachments

Drag files here or click to add attachment

- Attachments (optional) – Multiple files or links are accepted for this section
 - Files: Add a copy of your transcript, certificates, completion screenshots, etc. in this section.
 - Links: You are also able to provide links to any related information you believe is relevant to track for your **external learning**.

Attachments

Drag files here or click to add attachment

Add File

Add Link

SUBMIT IT TO COMMIT IT!

Scroll to the top and click the **Submit** button to commit the training to your record. This will now show under the **My Learning** tab with the filter **All Completed Learning**.

Record External Learning Experience

Submit

Cancel

Your manager or supervisor will also be able to view your completed learning from their portal.