

MOBIUS QUICK GUIDE – PWC UNIVERSITY – EMPLOYEES

Employees will access training programs specific to their job roles, training materials at their own pace and tools for employees to monitor their achievements, view their training history, and generate reports to demonstrate their acquired skills and knowledge.

Mobius PWC University Tile:



Search For a Course

1. From **Me**, click on the **PWC University** tile.
2. Click **Search** at the bottom menu of the page.
3. In the search bar/field, enter a course name or related key word. Click enter. The search result will display the list of all the related courses.
4. To specific types of courses (ILT, Course, etc.), click Learning Type and then select the desired type from the list of values.
5. You can also specify the Learning Format, by selecting Learning Format and choose from the list of values (Self-Paced, ILT, etc.).

Register for a Course

1. From Me, click on the **PWC University** tile.
2. Click **Search** on the bottom bar of the page.
3. Enter the course name in the search field.
4. Click on the Course Name you wish to take.
5. Click Get Started. This will auto-enroll you if a single self-paced content is associated to a course.
6. If the offering is ILT, you will need to click Enroll. Please note if the course does not have any offerings, a message stating that will be displayed.

Take an Assigned Course

1. From Me, click on the **PWC University** tile.
2. Click on Current Learning under the search bar if this is not already the default landing.
3. Under Current Learning, from the list of enrolled courses, click on the assigned course you would like to take.
4. Click on the Course Tile. Under Completion Status, check out all the list of Offerings. Click on the applicable link for Start/Resume/Launch/Link to take the course.
5. Once all the offerings of the course are completed, the detail of completion is mentioned under completion status.
6. Scroll down to the Selected Offerings section, it shows the status as Completed.

Request Learning for Special Courses (where Access has been set to Requested Only)

NOTE: The Learning Request feature is displayed only on course offerings where the Access has been set to Requested (approval needed) not Active (no approval needed).

1. From **Me**, click on the **PWC University** tile.
2. Click **Search** on the bottom bar of the page.
3. Enter the course name in the search field.
4. Click on the Course Name you wish to take.
5. The approval process will be triggered, and the request will go to the Learning Administrator.
6. When a request is approved, the course is available to the learner under Me/PWC University/Current Learning.

Withdraw from a Course

Your manager and you can withdraw yourself from voluntary learning enrollments using the Actions menu on the learning item page. Your manager can withdraw you from any required learning that they assigned you.

You can withdraw or get withdrawn from learning with these statuses: Not Started, Active, Content Complete, or In Progress. You cannot withdraw or get withdrawn from learning with any other status.

Your manager and you cannot withdraw yourself from required enrollments assigned by a learning administrator. You cannot withdraw from learning with the No Offerings Selected status, but the PWC learning administrator can help you withdraw.

1. From Me, click on the **PWC University** tile.
2. Click on Current Learning under the search bar if this is not already the default landing
3. Click on the Learning Item you wish to withdraw from. Select Withdraw.
4. Select the withdrawal reason from the list of values. Type in your comments for withdrawing in the Comment box. Check the checkbox if you want to exclude the learning record from history. Click Submit.
5. A warning will come if the checkbox to exclude from history is checked. Click OK.

Printing a Certificate from a Course

1. From Me, click on the **PWC University** tile.
2. Select All Completed Learning.
3. The page will list all completed training.
4. Select any completed course. Click the Action Menu and select Print Certificate.
5. The system prints the pdf copy of the completion certificate, which can be downloaded for further action, such as sharing with manager or with learning administrator.
 - *Note: Recorded Learning events will not produce a certificate

Printing your PWC Transcript

1. From Me, click on the **PWC University Transcript** tile.
2. The page will open to a PDF listing of the completed training.
3. Select any completed course. Click the Action Menu and select Print Certificate.
4. The system prints the pdf copy of the completion certificate, which can be downloaded for further action, such as sharing with manager or with learning administrator.
 - *Note: Recorded Learning events will not produce a certificate