Add Learning Event in PantherSoft

To receive professional development credit for your participation in an external learning event (trainings completed outside of Develop and LinkedIn Learning), you should add the event to your PantherSoft Training Summary. Please use the instructions below to guide you through the process.

Steps for Recording Professional Development Hours:

1. Login to myhr.fiu.edu using your FIU credentials
2. Select the *Learning and Development* tile

3. Select the *Professional Development Hours* tile

4. Select **Add Learning Event** at the bottom of the page

5. Fill in the **Professional Development Details** as shown below and click **Save**

   Learning Event/Title/Topic: NAME OF EVENT
   Start Date: DATE EVENT STARTED
   Completion Date: DATE EVENT ENDED
   Hours: NUMBER OF LEARNING HOURS (minus meals/breaks)
   Organization Offering Event: FIU DEPARTMENT OR EXTERNAL ORGANIZATION NAME

6. The event will now appear in your Training Summary