

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

Search | < << 1 of 5 >> > | View All

Fiscal Year: 2022-2023

Event Details

Learning Event Title/Topic	Start Date	Completion Date	Hours	Edit	Delete
Fiscal Year 2022-2023 Total:					

[Add Learning Event](#)

[Training Summary](#)
[Self Service Upload](#)

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