

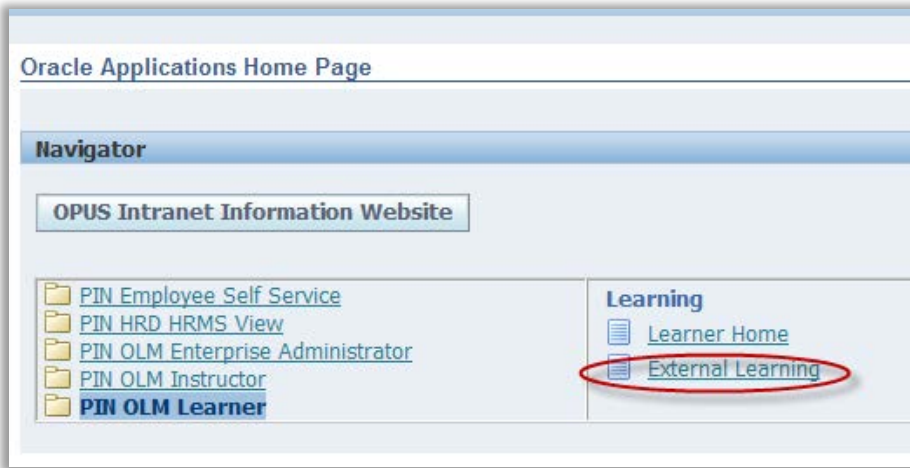
How to Add External Learning in OPUS

You may add external (outside of Pinellas County Government) classes, degrees and certifications to OPUS if desired, such as a class taken at St. Petersburg College or your college degree.

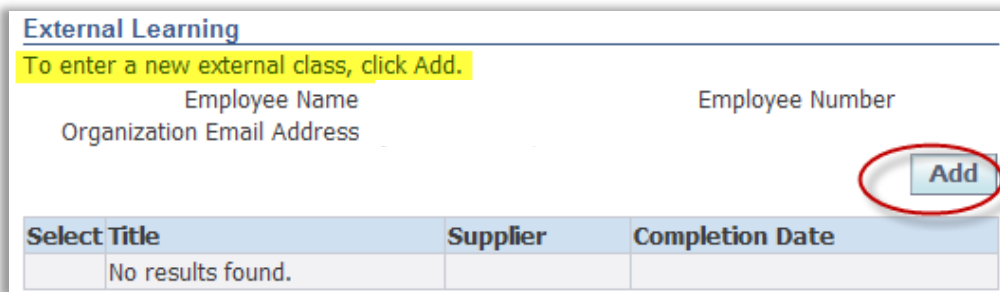
- Entries should be relevant to your current or past positions.
- For *classes*, use PIN OLM Learner.
- For *degrees or certifications*, use PIN Employee Self Service.
- See detailed instructions and screenshots below.

1. External Learning (for classes)

- Log into OPUS, select **PIN OLM Learner**, then select **External Learning**.



- Click the **Add** button




- Enter your information. The required fields have a * in front of them (red shaded). You can select a Training Purpose if desired. There is no option to attach a file.


Create External Learning
Please enter the details of any completed or future external learning.


Employee Name
Organization Email Address

* Indicates required field


* Title

* Completion Date 
(example: 18-Jul-2011)

Equivalent Course 

Duration 


Award

Contact 

Employee Number

* Supplier

Location

Training Purpose 

Status

Score

Training Type Code

Career Development
Certification
Job Enhancement
On-The-Job

Do not enter any data in this field

Cancel Save for Later Apply

2. Other Professional Qualifications (for degrees or certifications)

- Log into OPUS, select **PIN Employee Self Service**, select **Other Professional Qualifications** (under the Professional Details menu).
- Click the **Add Professional Qualification** button.

Other Professional Qualifications

Employee Name
Organization Email Address

Use these pages to view, update, or add information about professional qualifications. Click the [Add Professional Qualifications](#) page to enter information about educational qualifications.

Qualifications

Information about professional qualifications is missing. Click [Add Professional Qualifications](#) page to enter information about educational qualifications.

Add Professional Qualification

Type	Title	Start Date
No results found.		


- Click the magnifying glass next to the **Type** field. Using the pull-down menu for **Search by**, select **Qualification Type** and select **Go**.
- Select one: Associate, Bachelor, Certification, Doctorate Degree or Masters Degree.

Add Professional Qualifications

Employee Name **Evans, Camille** Employee Num
 Organization Email Address cwevans@pinellascounty.org Business Gro

* Indicates required field

Qualification

* Type 

Course Title
 Study Start Date
 Actual Completion Date
 Status
 Grade

Qualification/Certification Information

Awarding/Examining Body
 Award On
 Group Ranking

License Information

License Number
 Expiry Date
 License Restriction

Search and Select List of Values - Internet Explorer






Search and Select: Type

Search

To find your item, select a filter item in the pulldown list and enter a value in the text box.

Search By **Qualification Type** **Go**


Results

Select	Quick Select	Name	Qualification ID	Qu
<input type="radio"/>		Associate Degree		
<input type="radio"/>		Bachelor Degree		
<input type="radio"/>		Certification		
<input type="radio"/>		Doctorate Degree		
<input type="radio"/>		Masters Degree		


- Enter information as appropriate, then select **Next**.


* Indicates required field


Qualification

* Type 

Course Title

Study Start Date 
(example: 20-Jul-2011)


Actual Completion Date 

Status 

Grade

Qualification/Certification Information


Awarding/Examining Body

Award On 
(example: 20-Jul-2011)

Group Ranking

License Information

License Number

Expiry Date 
(example: 20-Jul-2011)

License Restriction

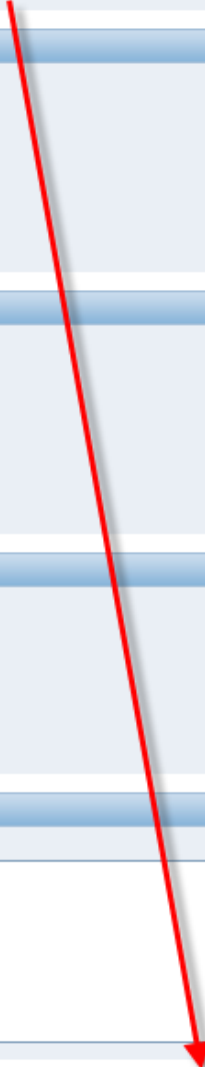
Training Information

Completed Amount

Completed Units

Total Amount

Comments



- Click **Add** to upload an attachment if desired, then click **Submit**.

Other Professional Qualifications: Review

Employee Name _____ Employee Number _____
 Organization Email Address _____

Review your changes and, if needed, attach supporting documents.
 Indicates Changed Items.

Qualification

	Proposed
Type	Certification

Additional Information

Attachments

To help approvers understand the request, you can attach documents, images, or links to this action.

None

Approvers

Details	Line No	Approver	Approver Type	Order No	Category	Status	Delete
	No Approvers						

Comments to Approver

After clicking Submit the record will be saved. No approver is required

Note Regarding Pinellas County Government (Internal) Courses:

- OPUS contains a record of internal Pinellas County Government courses. Go to PIN OLM Learner, Learner Home, Learning History.
- The OPUS learning history is from 2011 to the present. If you need information prior to 2011, contact Human Resources at learning@pinellascounty.org or call 464-3796.