



QUICK GUIDE

Add/Update Training Data

1. Pre requisite

- UP mail account (requested from OVPA/HRIS Team)
- Person Record

2. Log in to <https://uis.up.edu.ph>

- Enter UIS credentials (username and password) > Login button

3. UIS Home Page > Main Menu

- UP Employee Self Service > Training and Development > External Learning

4. External Learning

Add External Learning

- Click the Add/Update button

Create External Learning

- Fill up all text fields especially * indicate field
- Click the Apply button

5. Review.

Confirmation

Note: Your attendance in the external class has been successfully recorded.