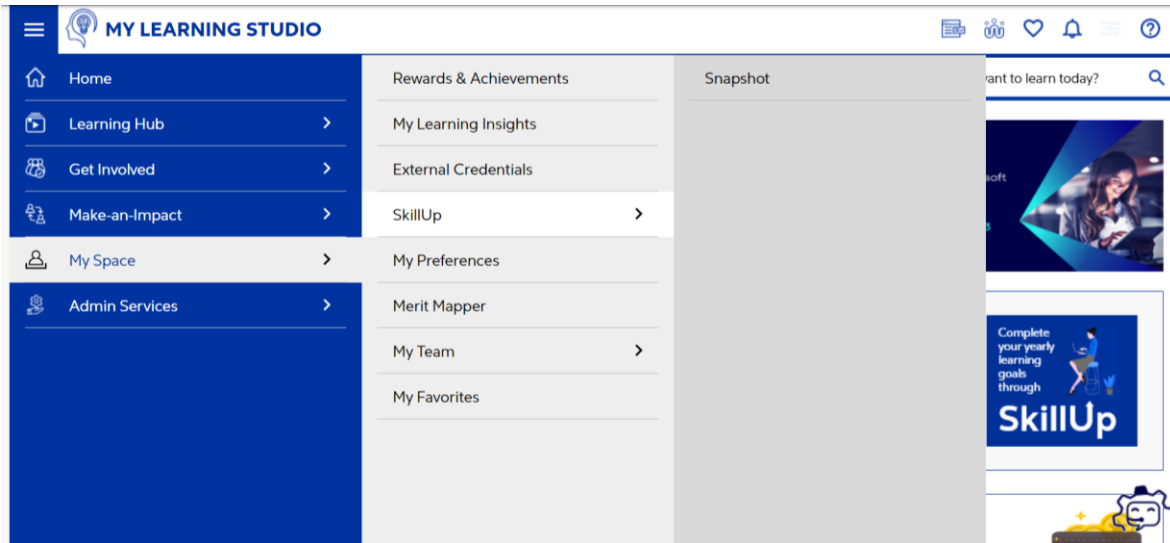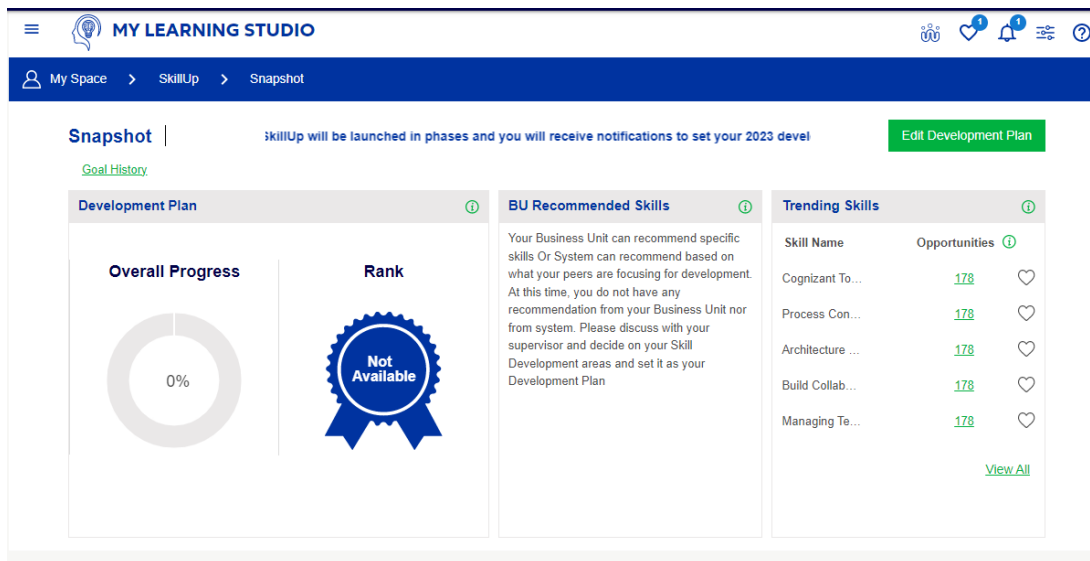# Steps to setup SkillUp Learning Goal
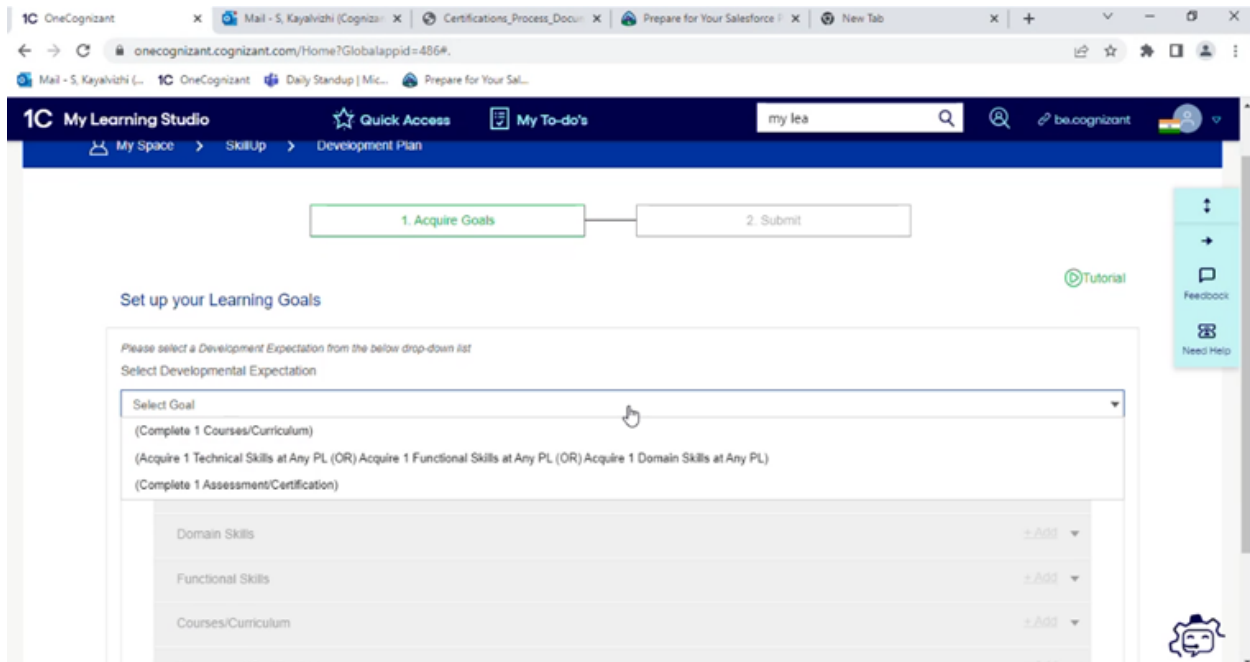
1.  In My Learning Studio from the Menu choose My Space > SkillUp > Snapshot
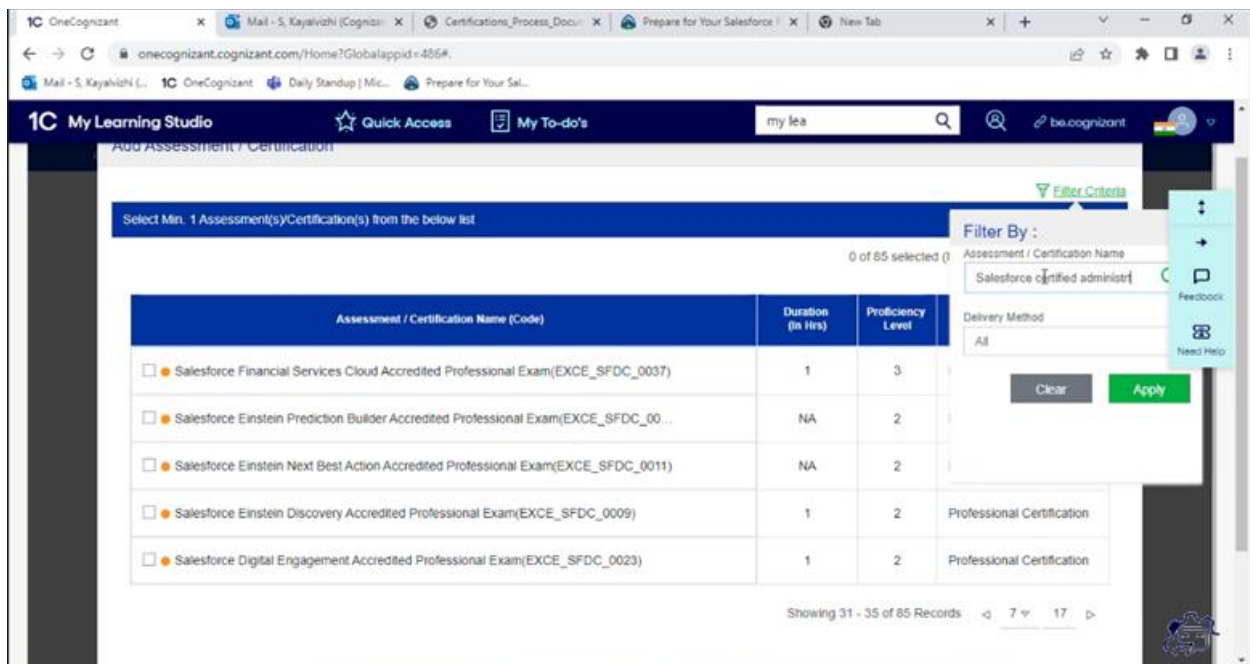


2.  Click on "Set Development Plan" if you are setting up for the first time afresh. OR Click on "Edit Development Plan" if you have already set the development and change it.

3. Select "(Complete 1 Assessment/Certification)" from the drop down list and Click on "+ Add" that is available in "Complete 1 Assessment/Certification" blue band.



4. Click on Filter criteria on the right top and search for the certification you have received voucher for, Choose the certification from the pop up

5. Click on "Add To Plan" button.
6. Now click on the "Next" button.
7. Click "Submit" and again when the congrats popup screen shows click "Sumit"

| 1. Acquire Goals (Min. 1 Goal Items) | 2. Submit |

**My Development Plan Summary**

**Acquire Skills**  ✎ Edit  ▲

| Skill Name | Skill Type | Current Proficiency ⓘ | Expected Proficiency ⓘ | Opportunities ⓘ |
|---|---|---|---|---|
| MuleSoft Integration | Technical | NA | 1 | 532 |

● Courses / Certifications with guaranteed proficiency level are not available with Academy   ┃ Recommended by BU   ◆ Internal Course   ● Vendor Course   ★ Manager Recommended
NA - Not Available

Previous                    Submit

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**Goal Fulfillment** ▭▭▭▭▭▭ 0 % ⓘ                    < Back to Snapshot | ▷Tutorial

| All Goals | 0/1 Fulfilled | Acquire Skills | 0/1 Fulfilled |

List of all goals planned (1)   Your Development Plan is Submitted. If applicable, please select the goal fulfillment method (Certifications etc as ways to fulfill each goal).You can revisit this page any number of times to change the fulfillment method until system is frozen in Q4.   ▽ Filter Criteria

**Acquire Skills**  ▲

| Goal Item | Skill Type | Current Proficiency ⓘ | Expected Proficiency ⓘ | Fulfillment Method | Fulfillment Status | Fulfillment Actions |
|---|---|---|---|---|---|---|
| MuleSoft Integration (00025419) | Technical | NA | 1 | NA | Yet to Start | Start Now |

▎ Fulfillment Method selected                    Showing 1 - 1 of 1 Records   ◁  1 ▽   1  ▷

8. If you are already Certified update the details in "External Credentials" under "Certification" tab which would be sent to your supervisor for approval. Once it is approved by your supervisor your goal for the year is complete.