MYCAREER

Training history manual

22/09/2026

A service of

asbl Sigedis vzw Place Victor Horta / Victor Hortaplein 11(P3) Brussels 1060 Brussel T +32 (0)2 791 50 00 M info@sigedis.fgov.be www.sigedis.be

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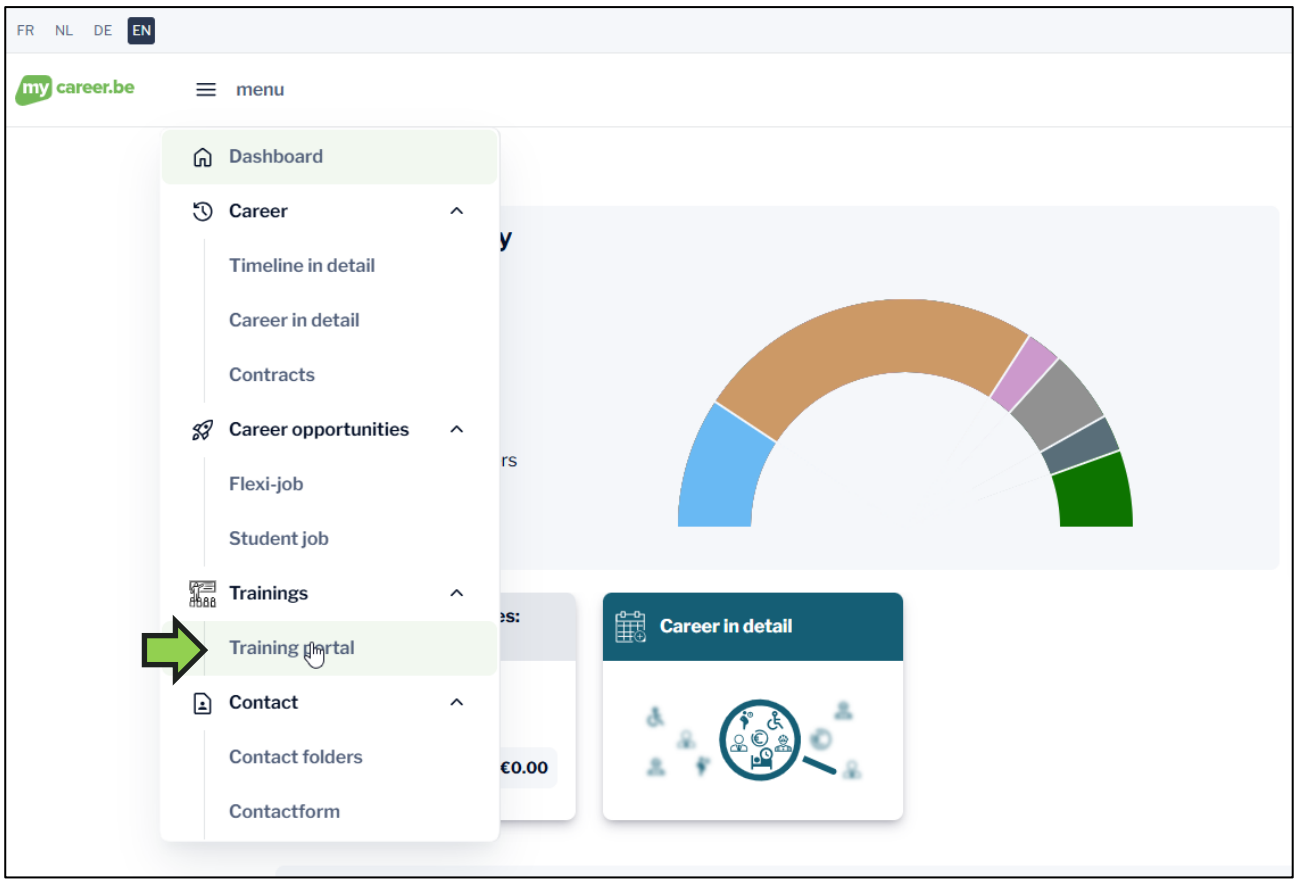
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1. Computer use (PC)

This section of the document describes the various features of training history on computers. For smartphone use, please see the Smartphone use section.

1.1. How do I access the training history?

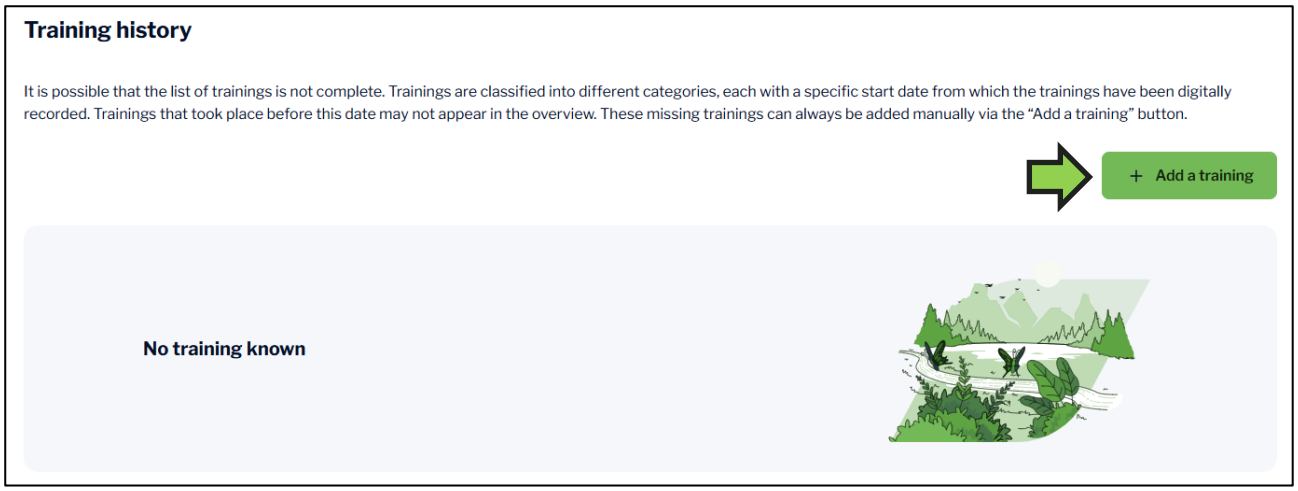
To access the training history, you must go to the training portal page by clicking on the "**Training portal**" link in the menu. The page containing your training history will then open.



1.2. How do I add a new training?

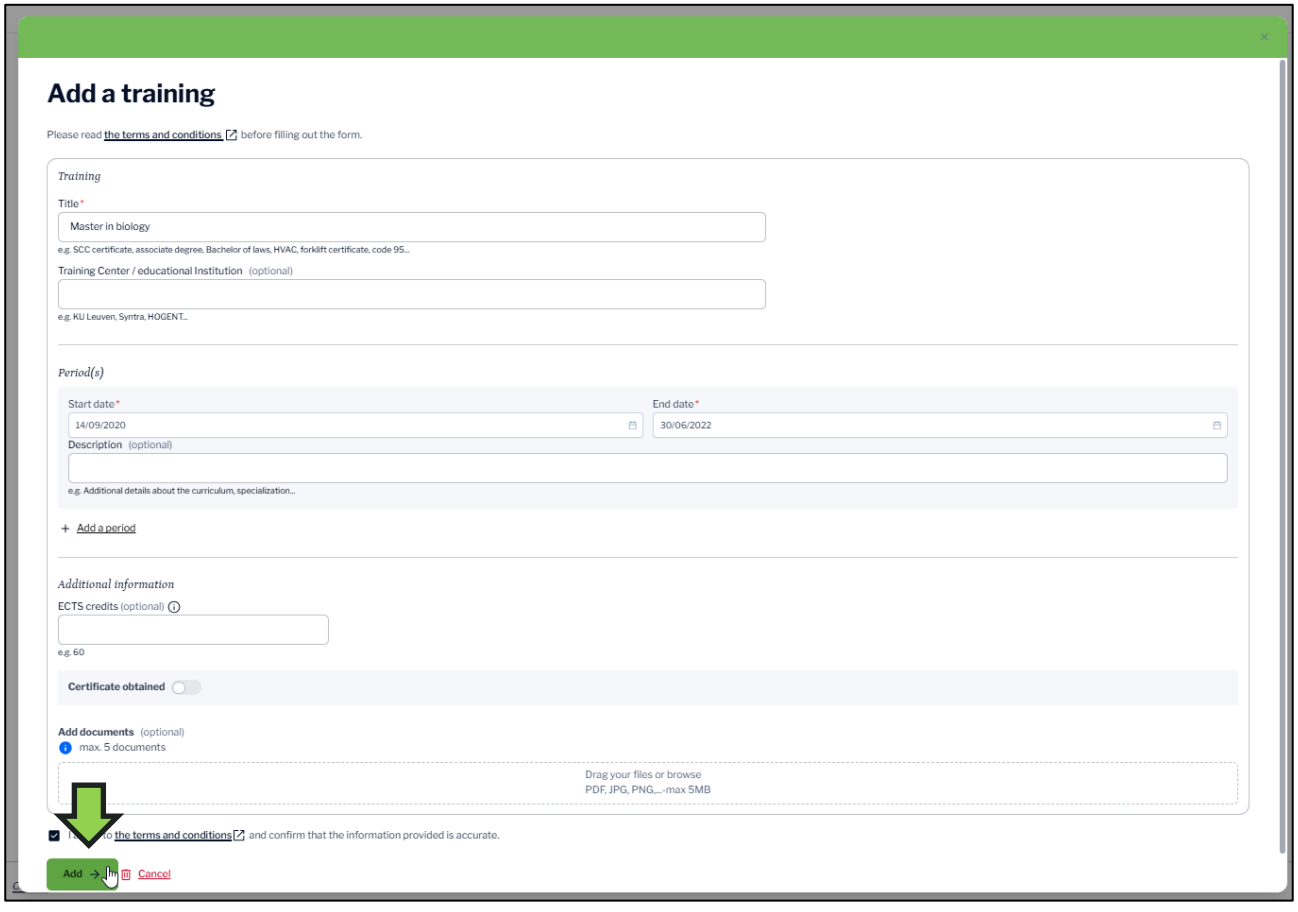
To add a new training, you must first go to the "Training portal" page as described in the How do I access the training history? section.

Next, you need to click on the "**Add a training**" button.



The form to add a new training will then appear. To complete the addition, you must fill in at least all the fields indicated with an asterisk * and then click on the "**Add**" button. If the operation is successful, you will see the new training added in the training history.

Note: If this is the first time you are adding a training, you must first accept the Terms of Use by clicking the checkbox ☑.

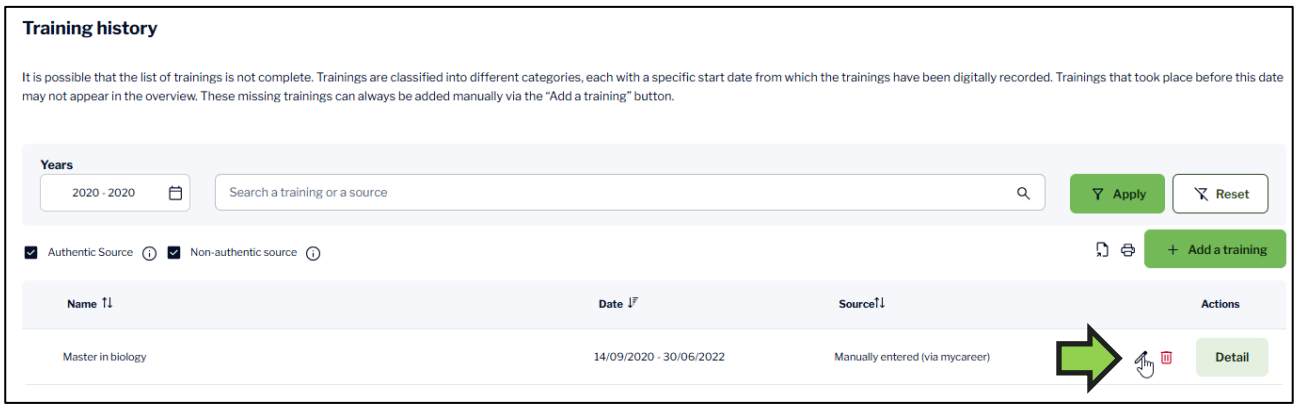


1.3. How do I edit a training?

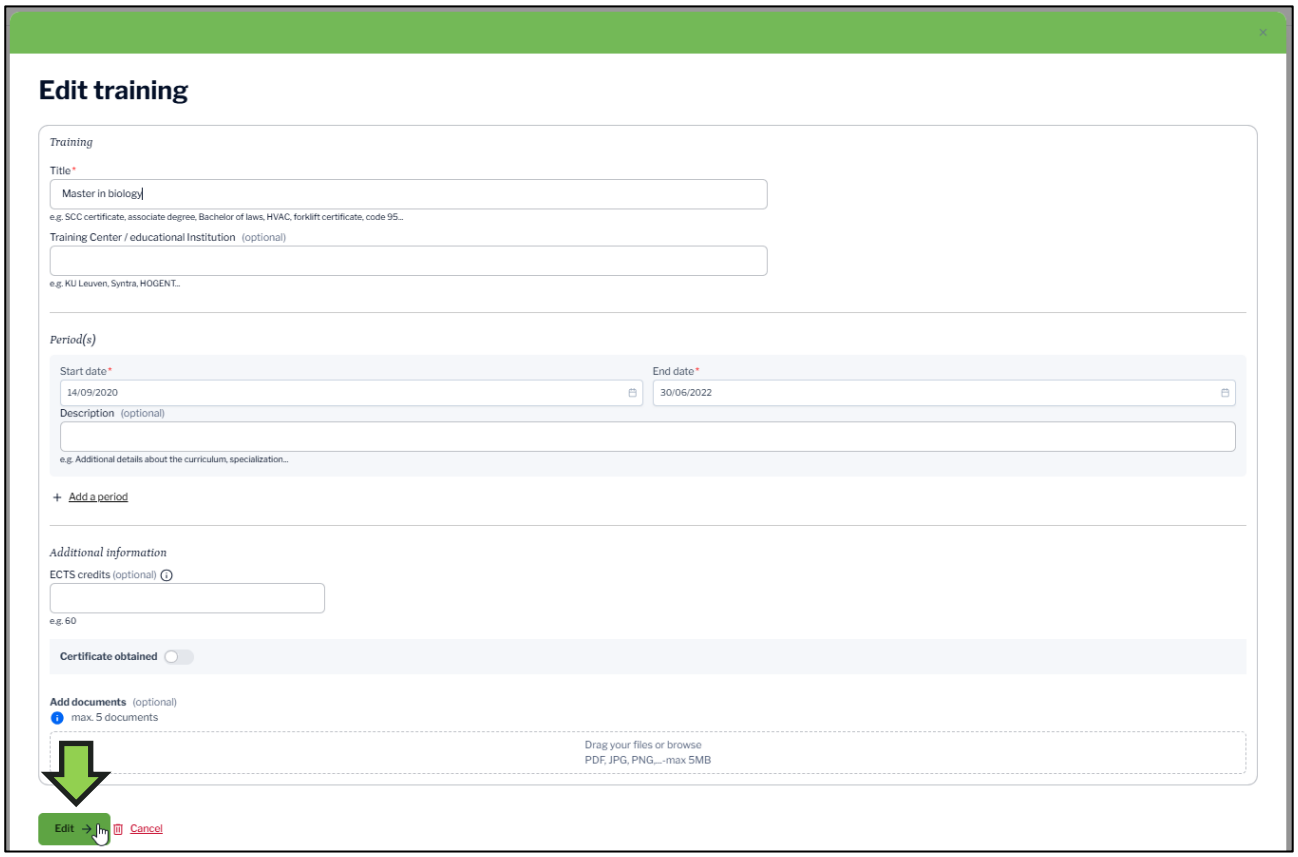
This section explains how to edit a training that you added yourself. If you want to edit a training that comes from an external source, please see How do I report a problem with one of my trainings?

To edit a training added by yourself, you must first go to the "Training portal" page as described in the How do I access the training history? section.

Next, you need to click on the ✎ icon of the training you want to edit.



The training modification form will then appear. Once the changes have been made in the various fields, you must click on "**Edit**" to finalize the modification. If the operation is successful, you will see the training with the updated data in the training history.

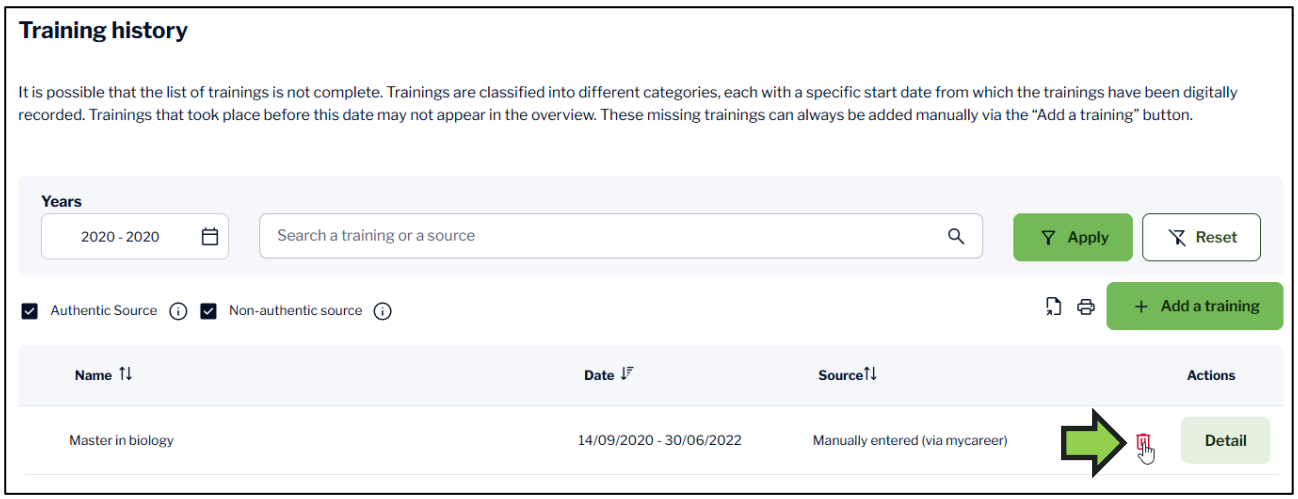


1.4. How do I delete a training?

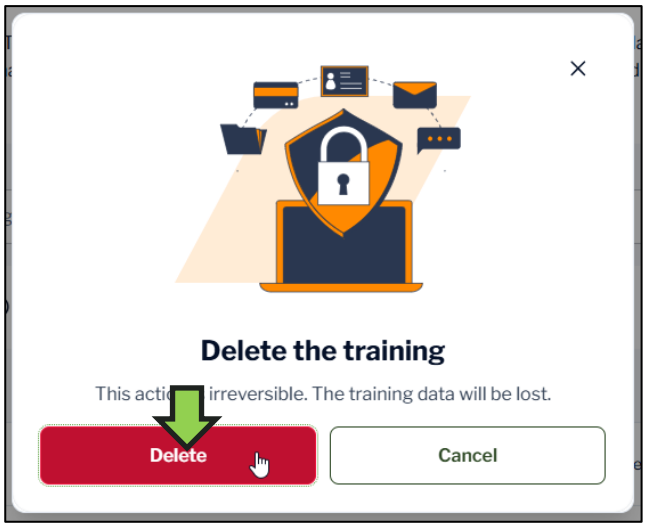
This section explains how to delete a training that you have added yourself. If you would like to delete a training that comes from an external source, please see How do I report a problem with one of my trainings?

To delete a training added by yourself, you must first go to the "Training portal" page as described in the How do I access the training history? section.

Next, you need to click on the icon of the training you want to delete.



A window will then open to confirm the deletion. To complete the deletion, you must click on the "**Delete**" button. The training will then no longer appear in your training history.



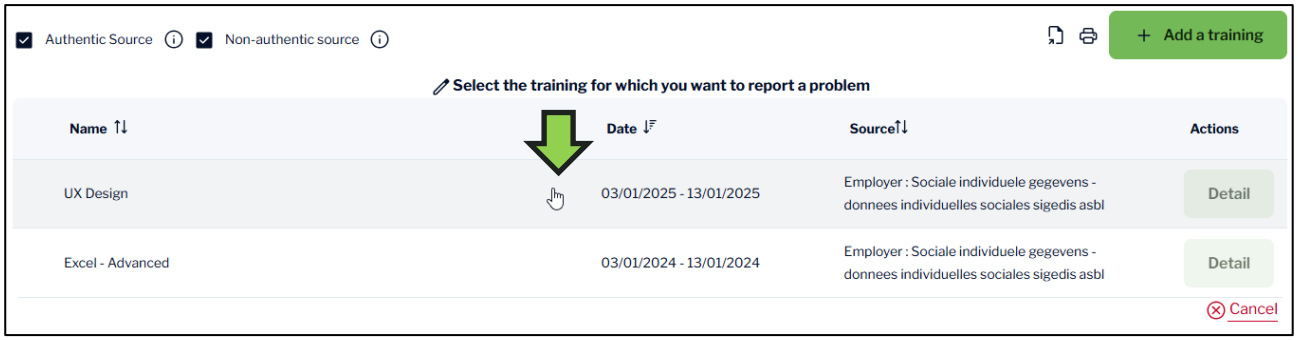
1.5. How do I report a problem with one of my trainings?

To report an issue with one of your trainings, you must first go to the "Training portal" page as described in the How do I access the training history? section.

Then, you must click on the "**Report a problem**" link located below your training.



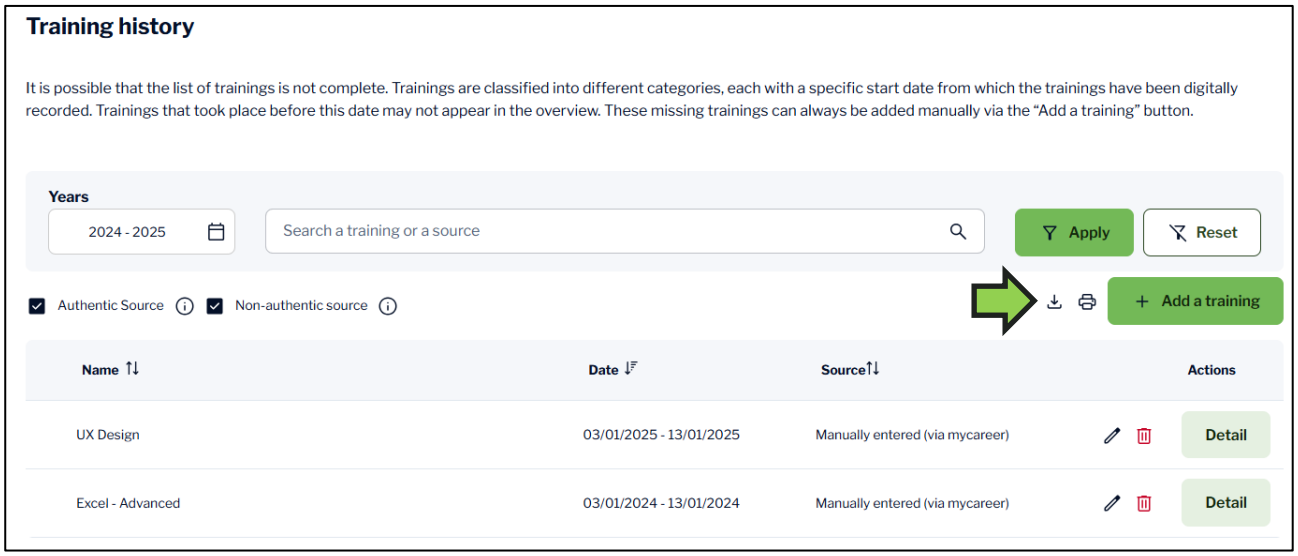
Finally, you must choose the training for which you wish to report a problem by clicking on it. You will then be redirected to the contact form with instructions to follow according to the source of the training.



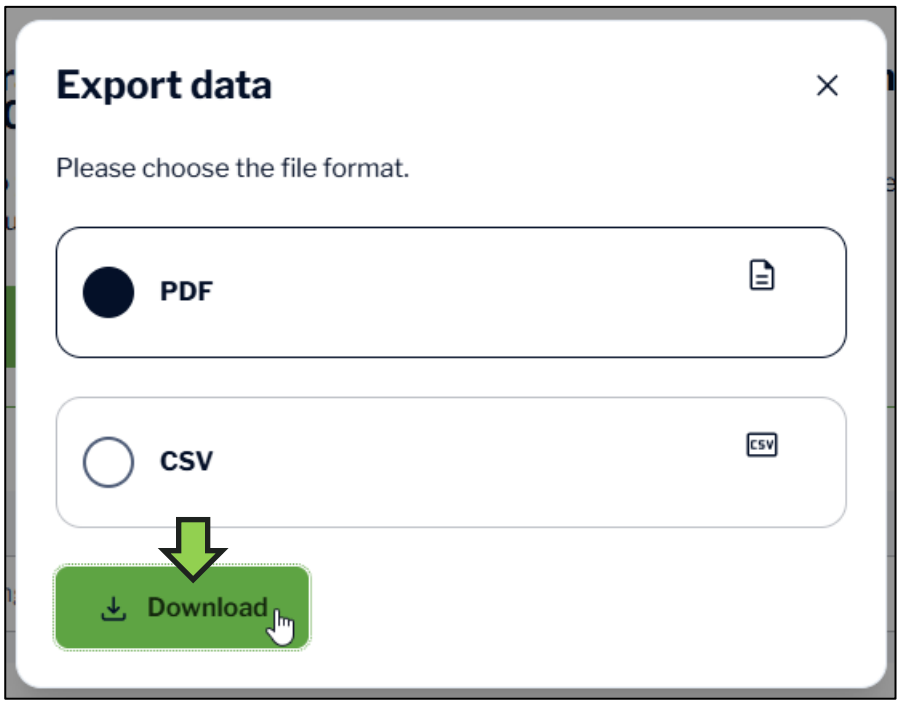
1.6. How do I export my training history?

To export your training history, you must first go to the "Training portal" page as described in the How do I access the training history? section.

Next, you need to click on the export icon .



A window will then open asking you in which format you want to export the data. To complete the operation, you need to click on the "**Download**" button. The file will be downloaded to your device after a few moments.

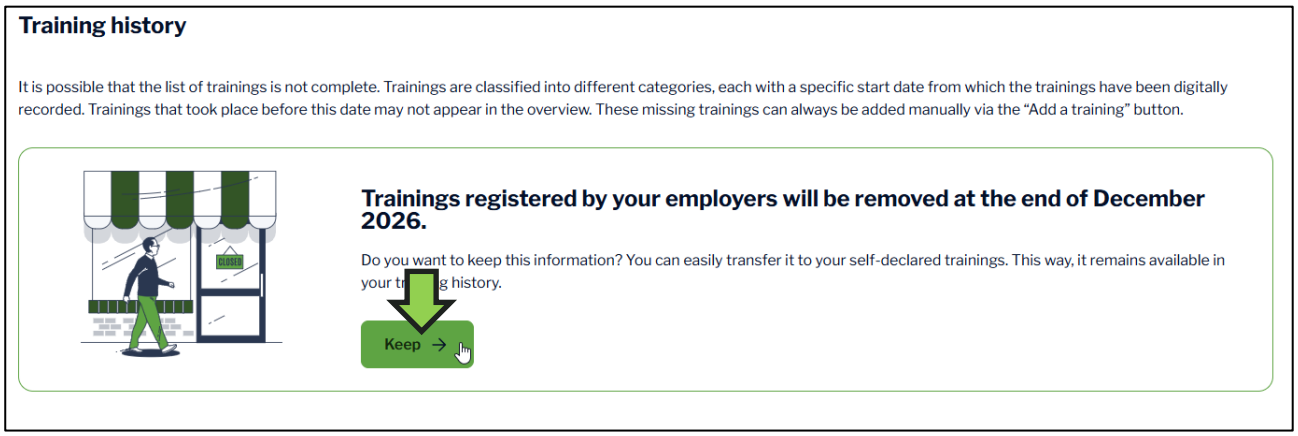


1.7. How do I keep the data registered by my employer?

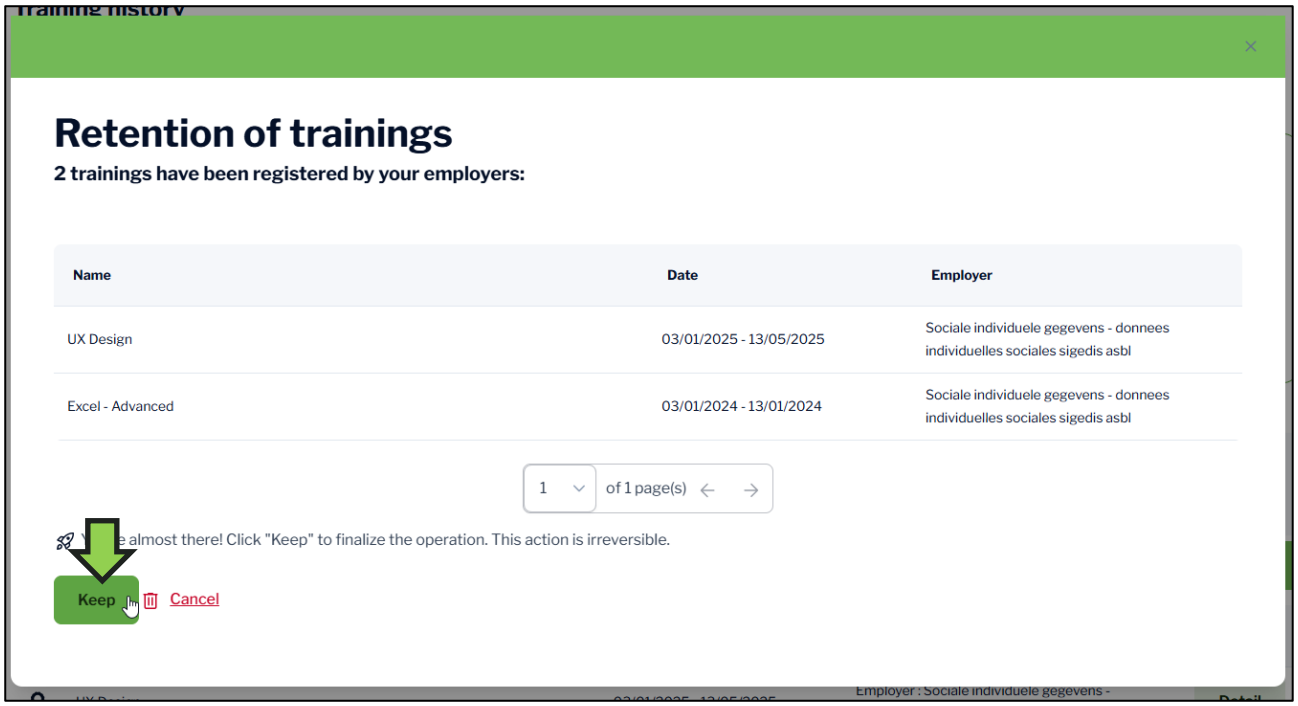
In 2024 and 2025, employers were able to register their employees' trainings in a federal database. Your employer did this for you as well. However, the law recently changed. This has implications for your registered trainings.
The law of January 14, 2026, ended the practice of employers registering trainings. That law also stipulates that trainings previously registered must now be removed. This will take place on January 1, 2027. Until then, you can still view them on mycareer.be.

If you wish to keep the data registered by your employer, you must first access the "Training portal" page as described in the How do I access the training history? section.

If there are trainings registered by your employer in your training history, a block similar to the one shown in the following image will appear. To keep your trainings, you must first click on the "**Keep**" button.



A new window will then open with the list of all the trainings that will be kept. To finalize the operation, you must click on the "**Keep**" button. The trainings will now appear in your training history as trainings added by yourself. You can therefore edit or delete them manually if you wish.

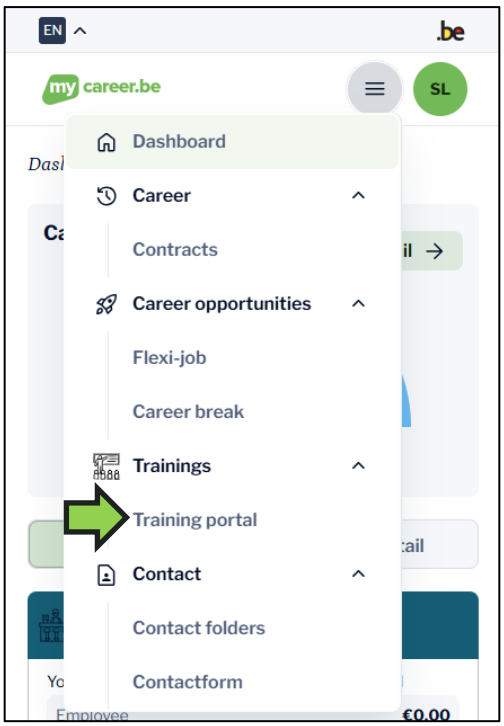


2. Smartphone use

This section of the document describes the various features of the training history on smartphones. For computer use, please see Computer use (PC).

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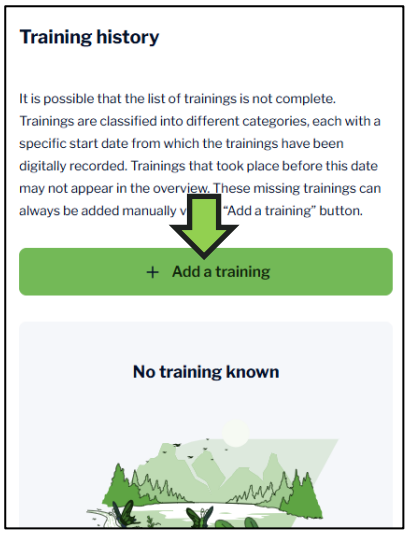
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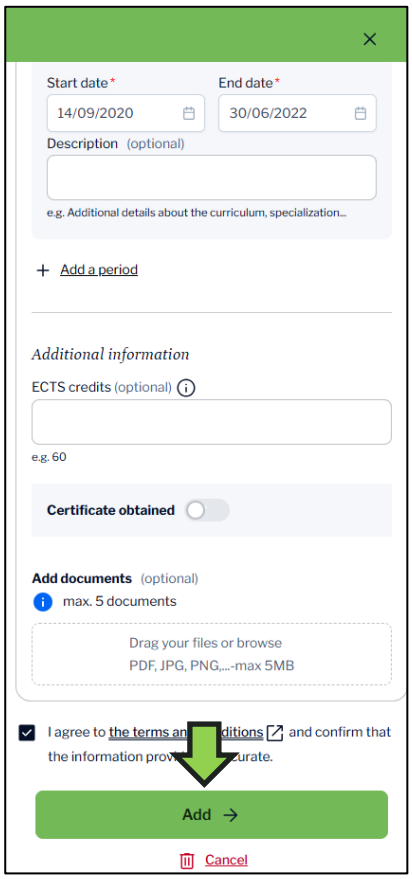
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Next, you need to click on the "**Add a training**" button.



The form to add a new training will then appear. To complete the addition, you must fill in at least all the fields indicated with an asterisk * and then click on the "**Add**" button. If the operation is successful, you will see the new training added in the training history.

Note: If this is the first time you are adding a training, you must first accept the Terms of Use by clicking the checkbox ☑.

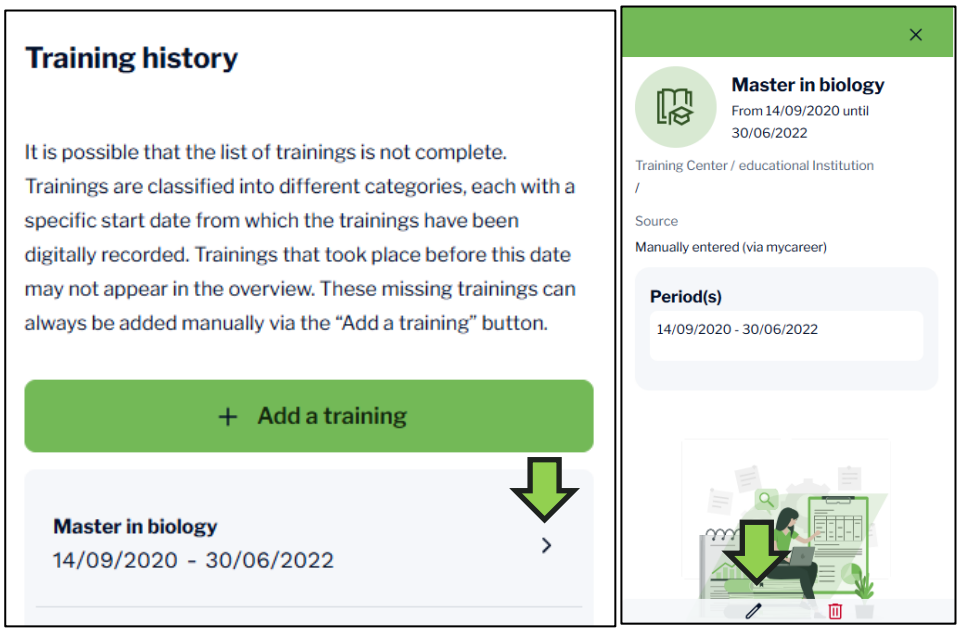


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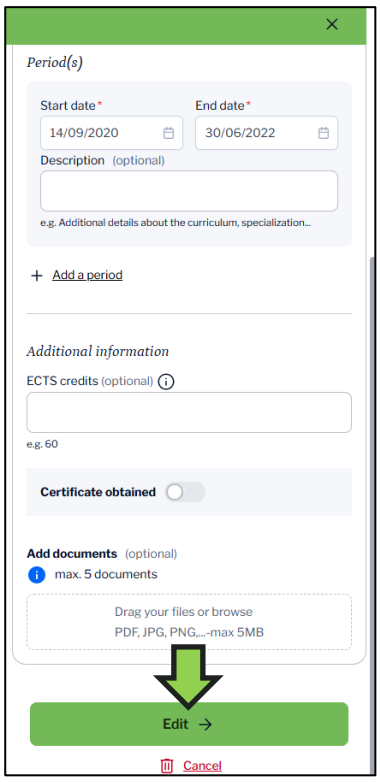
This section explains how to edit a training that you added yourself. If you want to edit a training that comes from an external source, please see How do I report a problem with one of my trainings?

To edit a training added by yourself, you must first go to the "Training portal" page as described in the How do I access the training history? section.

Next, you need to click on the training you want to edit. This will then open the training details. On this page, you need to click on the icon ✎ at the bottom.



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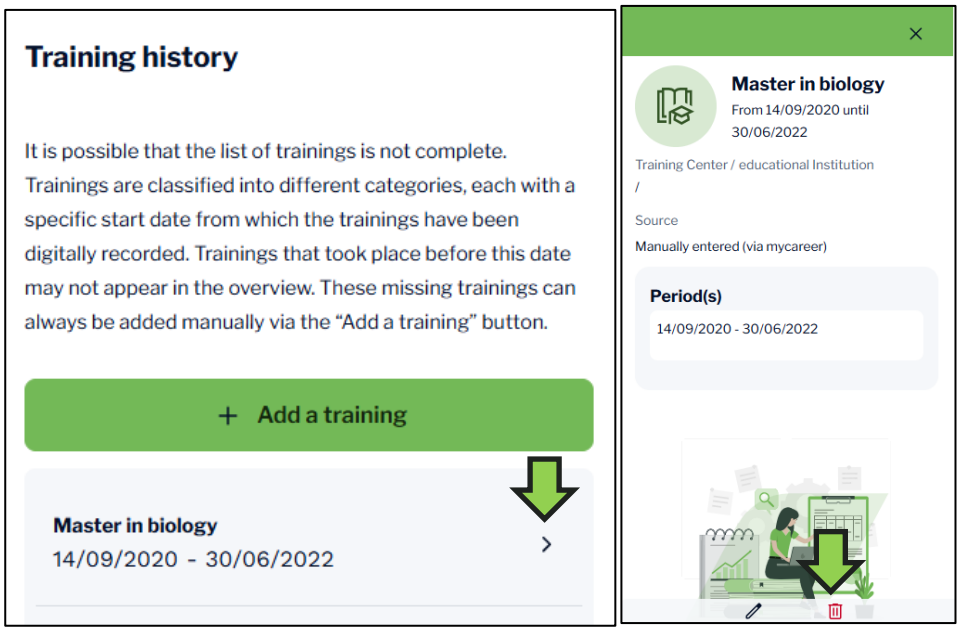


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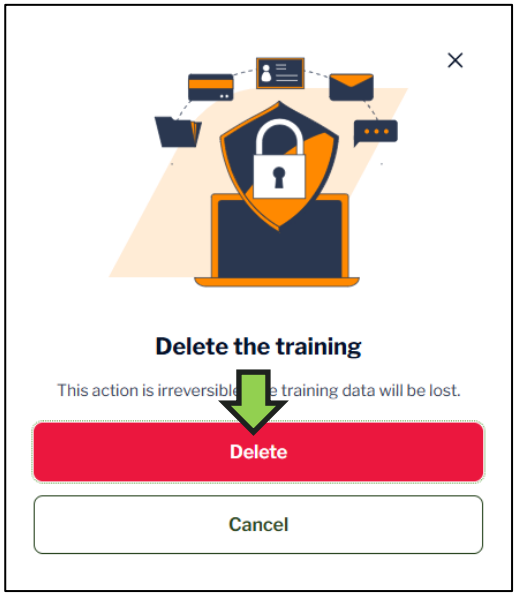
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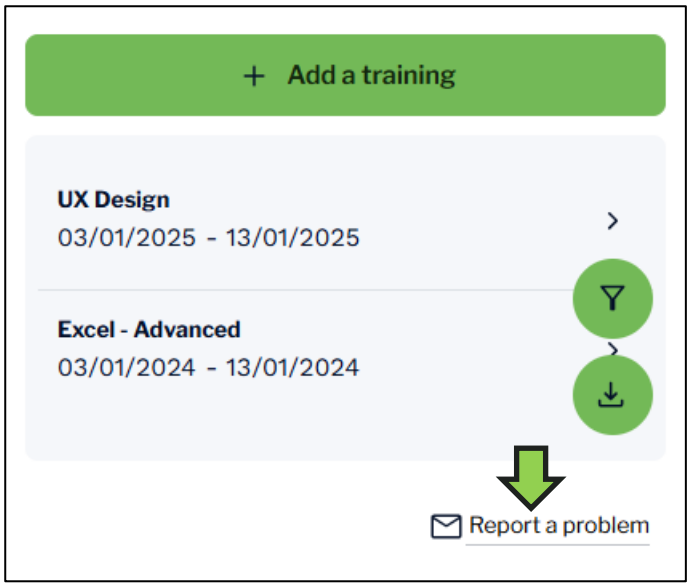
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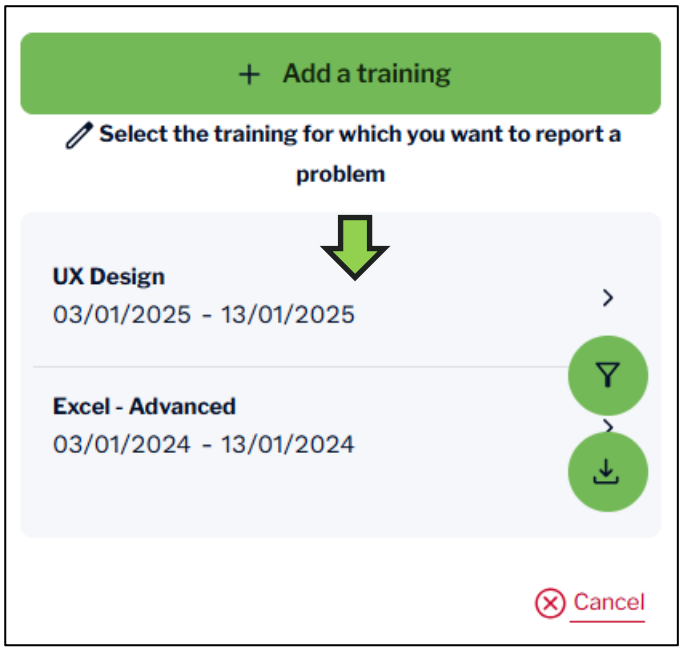
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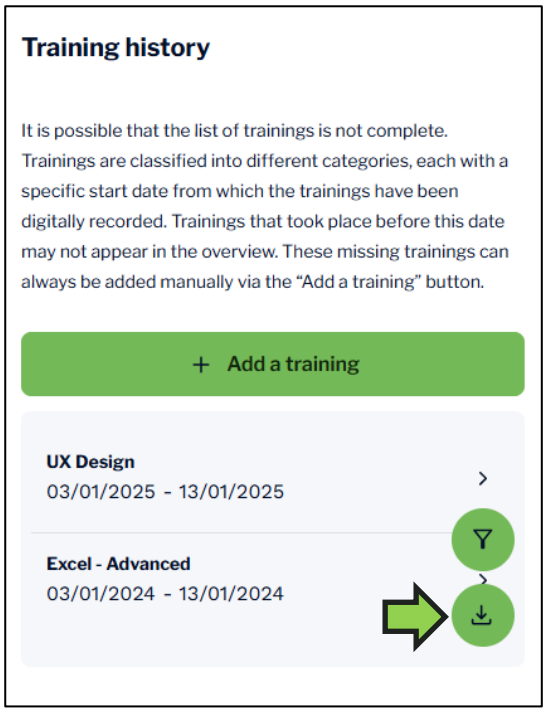
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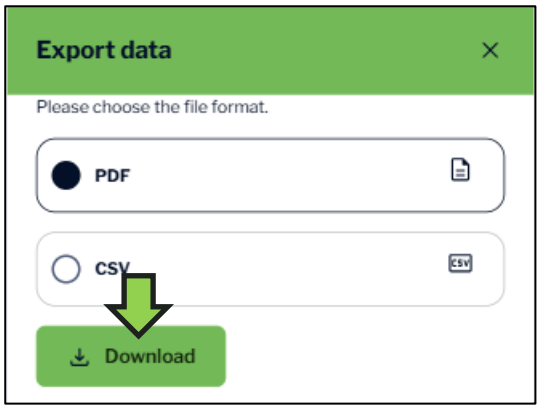
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