

How Do I Enter My Licenses and Certifications?

Navigation

1. Log into OneUSG HCM.
2. If the **Employee Self Service** page is not displayed, click the blue **NavBar** and select **Employee Self Service** from the drop down listing.
3. On the **Employee Self Service** page, click the **Degrees & Certificates** tile.
4. On the **Talent Profile** page, click the **Licenses and Certifications** menu item.

Review License and Certification Information

5. On the **Licenses and Certifications** page, click the desired entry in the listing.
6. Review the page information.
7. Click the **Cancel** button to return to the **Licenses and Certifications** page.

Update License and Certification Information

8. On the **Licenses and Certifications** page, click the desired entry in the listing.
9. Skip to **Step 15** and make the necessary updates.

Delete License and Certification Information

10. On the **Licenses and Certifications** page, click the desired entry in the listing.
11. Click the **Delete** button at the bottom of the page.
12. The system displays a message, asking the user to confirm the delete action. Click the **Yes** button to continue.
13. Next, the system displays an informational message at the top of the page, indicating the submittal process was successful or identifying errors which must be corrected. Resolve any noted issues and click the **Save** button again, as needed.



Add a License or Certification Degree

14. Click on the **Add (+)** icon displayed above the **License** section.
15. On the **Licenses and Certifications** page, click the **Choose a date (Calendar)** icon associated with the **Issue Date** field and select the appropriate date.

Select a License Type

16. Click the **Look Up** icon associated with the **License** field.
17. Click the **Expand** icon associated with the **Search Criteria** section of the **Lookup** page.
18. Enter a phrase in the **Description** field and press the **Search** button.
19. Select the appropriate value in the search results listing.

Populate/Update the License or Certification Information

20. If the license or certificate is not issued within the United States, click the **Look Up** icon associated with the **Country** field and select an appropriate value.
21. For licenses and certificates issued within the United States, click the **Look Up** icon associated with the **State** field and select an appropriate value.
22. Click the toggle button on the **Renewal Required** field and set the status to **Yes**, where appropriate.
23. Click the toggle button on the **Suspended Indicator** field and set the status to **Yes**, where appropriate.
24. Click the **Choose a date (Calendar)** icon associated with the **Expiration Date** field and select the appropriate date.
25. Populate the **License/Certification Number** field.
26. Populate the **Issued By** field.

Save the Entry

27. Click the **Save** button.
28. The system displays an informational message at the top of the page, indicating the submittal process was successful or identifying errors which



must be corrected. Resolve any noted issues and click the **Save** button again, as needed.

Submit Supporting Documentation

29. License and certification entries may require validation and approval by the institution's HR team.
30. Contact your HR representative to determine the proper procedure for submitting the required documentation to support the license and certification entries and/or updates.

Complete the Task/Sign Out of Application

31. If finished working in the system, sign out of the application by clicking the **Action List** icon on the **NavBar**.



32. Click the **Sign Out** option in the listing.

