

Updating Profile Information: License Information, Certificates, Education Data, and Language Skills

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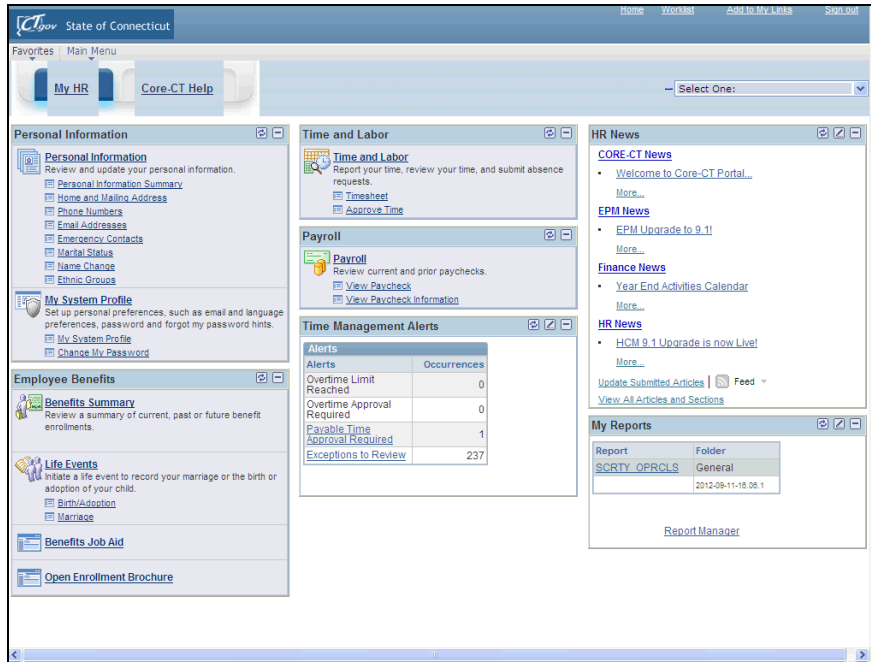
The **Person Profiles** page is updated on a request basis. Human Resources is responsible for adding/modifying language skills, licenses, certifications, and education information related to a profile.


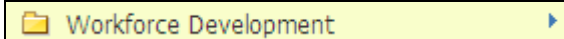
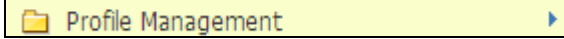


The full and correct **EmplID**, **Name**, or **Last Name** will be needed, along with validated documentation of the specific language skills, licenses, certifications, and education information to be entered.

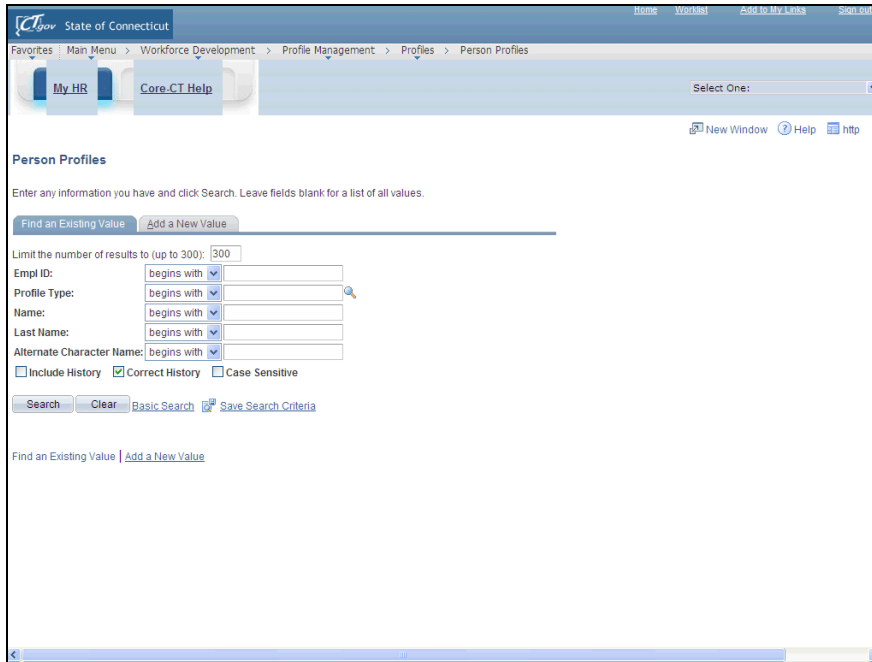
Procedure

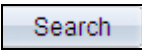
Main Menu > Workforce Development > Profile Management > Profiles > Person Profiles

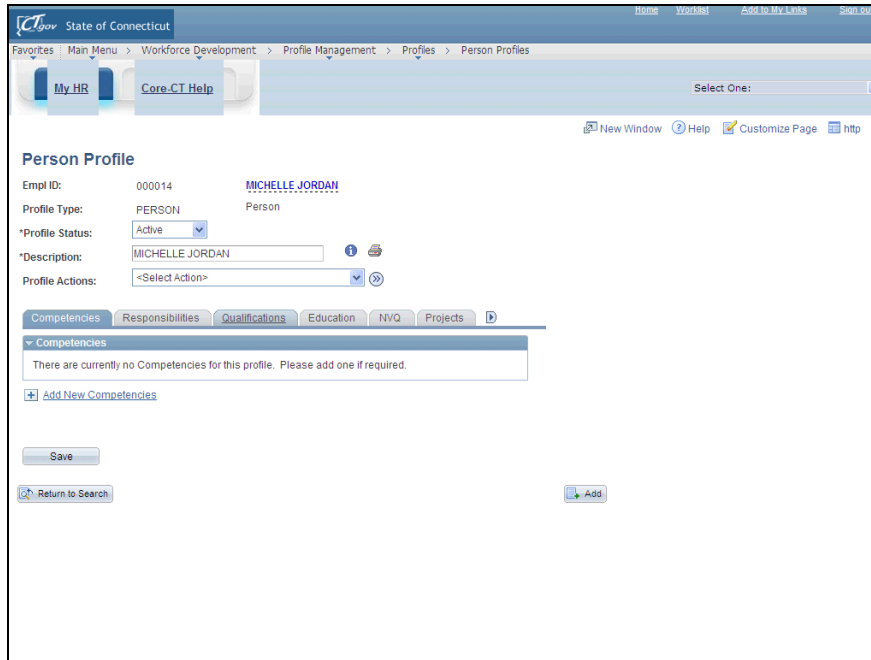
In this scenario an employee's language, certification, and education are updated.

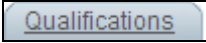



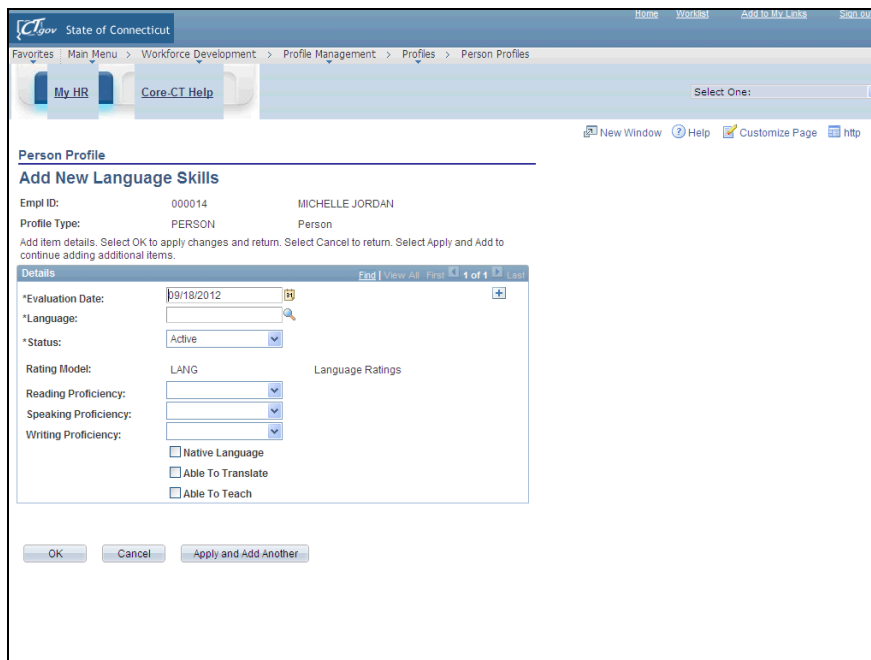
Step	Action
1.	Click the Main Menu button. 
2.	Click the Workforce Development menu. 
3.	Click the Profile Management menu. 
4.	Click the Profiles menu. 
5.	Click the Person Profiles menu. 









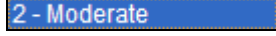
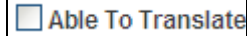
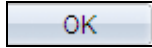


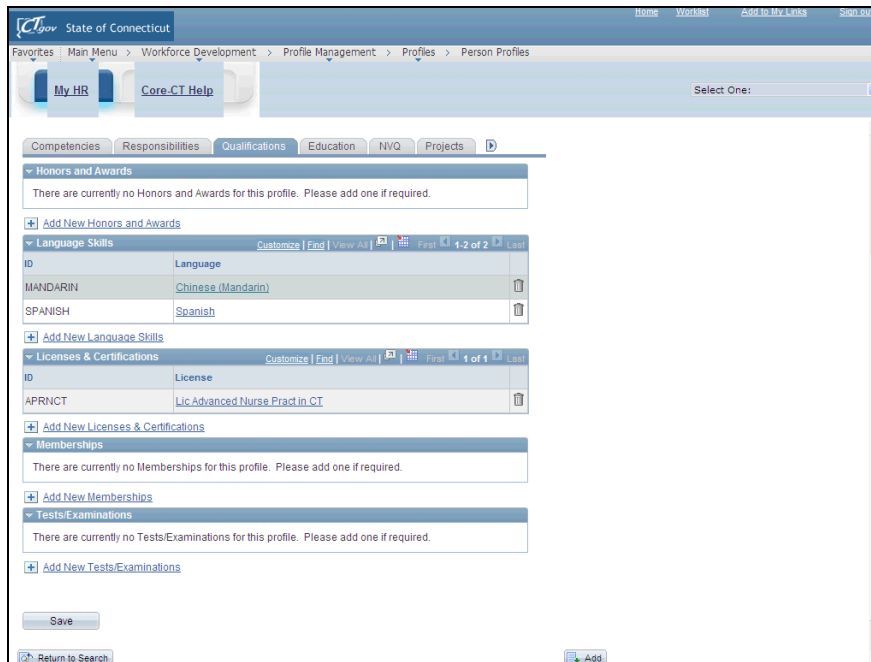
Step	Action
6.	<p>If the full and correct EmplID, Name, or Last Name is entered, clicking the Search button results in the employee's Person Profiles page displaying.</p> <p>Otherwise, a list of employees fitting the search criteria displays and the EmplID of the correct employee can be clicked to access the employee's Person Profiles page.</p> <p>Enter 000014 into the Empl ID field.</p>
7.	<p>Click the Search button.</p> 



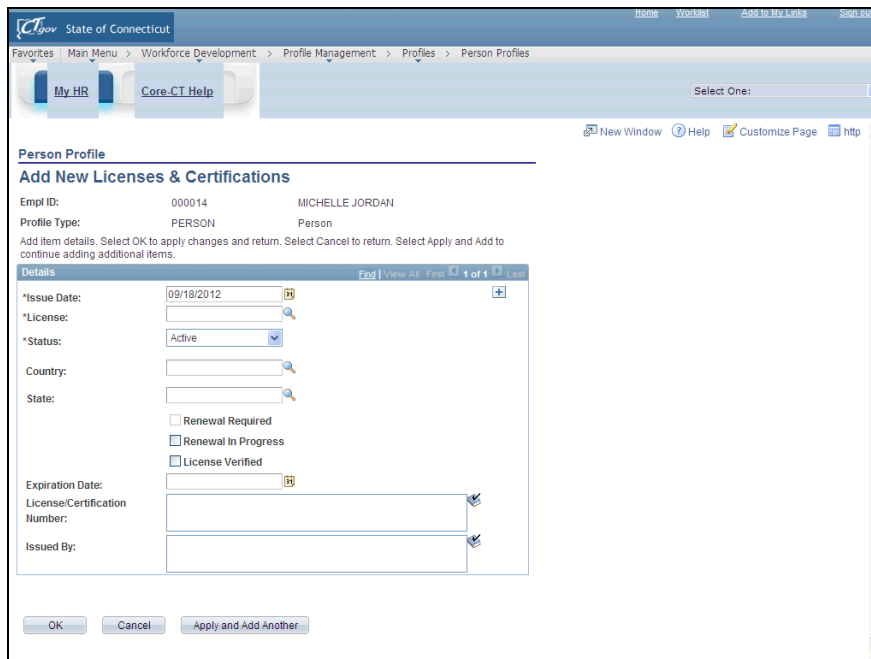
Step	Action
8.	The employee's Person Profile page displays. Click the Qualifications link. 
9.	Click the Add New Language Skills button. 



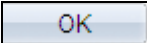


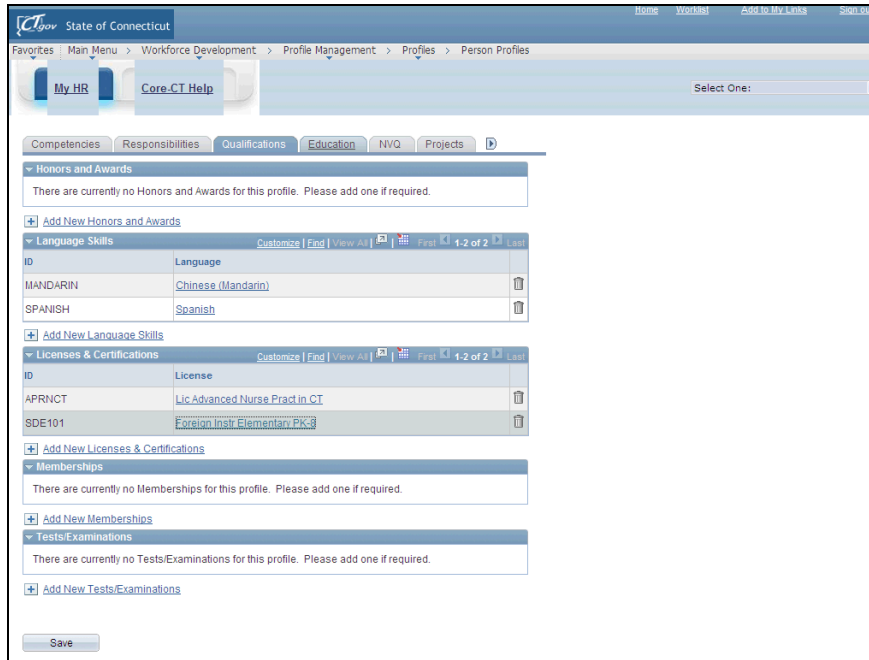
Step	Action
10.	Click the Look up Language button. 
11.	Enter chin into the Description field.
12.	Click the Look Up button. 
13.	Click the MANDARIN link. 
14.	Click the Reading Proficiency list. 
15.	Click the 2 - Moderate list item. 
16.	Click the Speaking Proficiency list. 
17.	Click the 1 - Low list item. 
18.	Click the Writing Proficiency list. 
19.	Click the 2 - Moderate list item. 
20.	Click the Able To Translate option. 
21.	Click the OK button. 

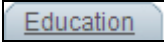



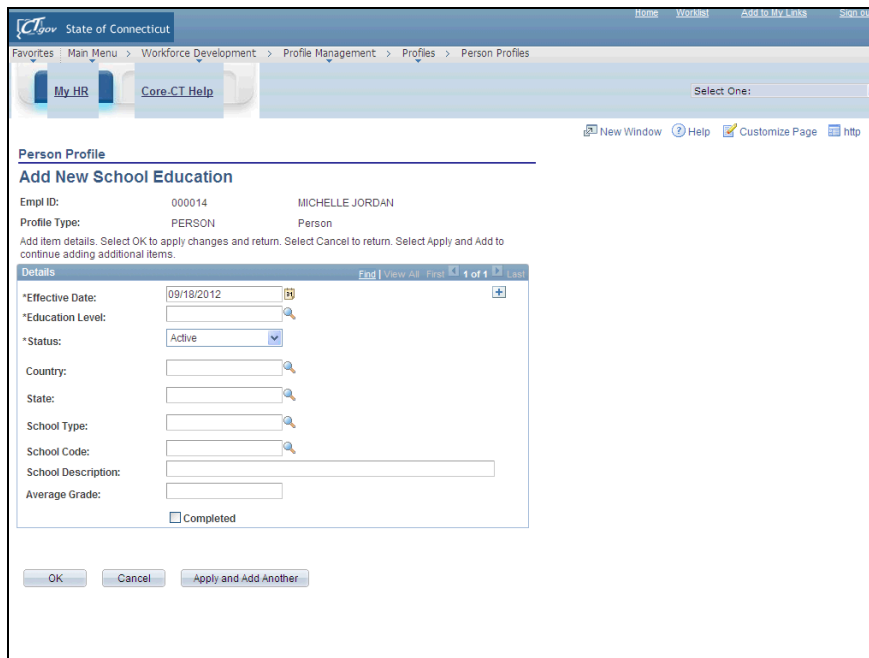
Step	Action
22.	Click the Add New Licenses & Certifications button. 




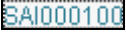




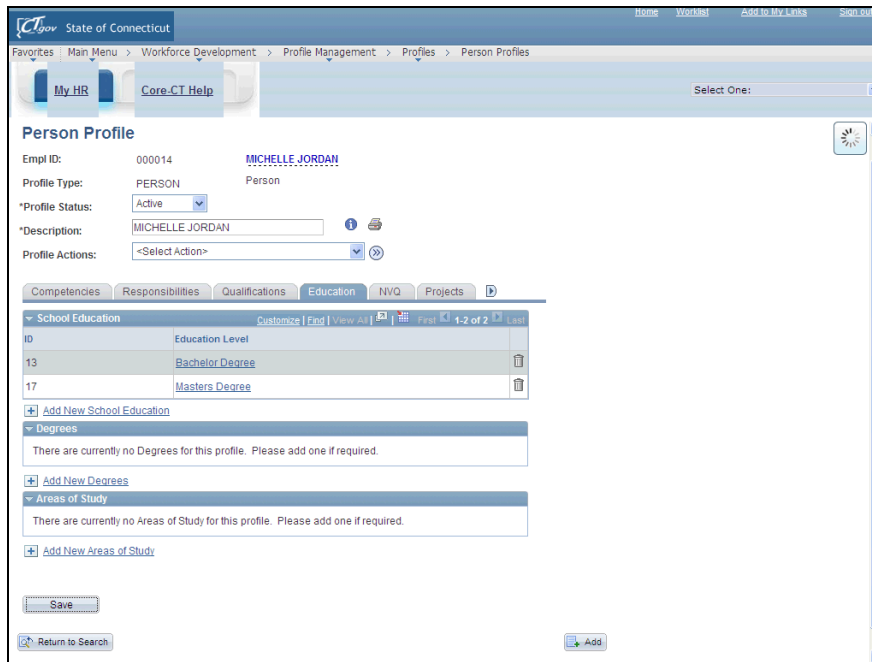
Step	Action
23.	Click the Look up License button. 
24.	Click the scrollbar to move to the bottom of the list.
25.	Click the Foreign Instr Elementary PK-8 link. 
26.	Enter USA into the Country field.
27.	Enter MN into the State field.
28.	Click the License Verified option. 
29.	Click the Expiration Date Choose a date button. 
30.	Click the Year drop down list. 
31.	Click the 2020 list item. 
32.	Click the desired date. 
33.	Click the Issue Date Choose a date button. 
34.	Click the Year drop down list. 
35.	Click the scrollbar to move to the top of the list.
36.	Click the 2005 list item. 
37.	Click the desired date. 
38.	Click the OK button. 

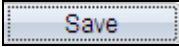



Step	Action
39.	Click the Education link. 
40.	Click the Add New School Education button. 



Step	Action
41.	Click the Effective Date Choose a date button. 
42.	Click the Year drop down list. 
43.	Click the 1994 list item. 
44.	Click the desired date. 
45.	Click the Look up Education Level button. 
46.	Click the scrollbar to move to the bottom of the list.
47.	Click the Bachelor Degree link. 
48.	Enter USA into the Country field.
49.	Enter MN into the State field.
50.	Click the School Type button. 
51.	Click the Look Up button. 
52.	Click the College link. 
53.	Click the School Code button. 
54.	Click the SAI000100 link. 
55.	Click the Completed option. 
56.	Click the OK button. 



Step	Action
57.	Click the Save button. 
58.	Click the My HR link. 
59.	End of Procedure.