

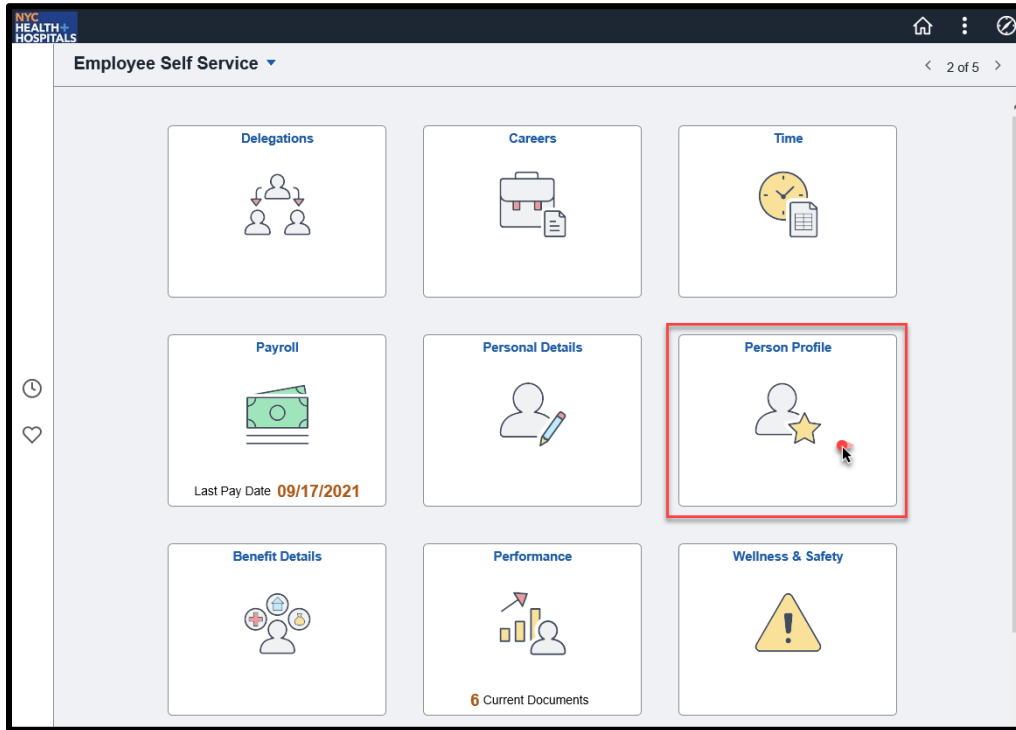
How to View and Add your Education Information

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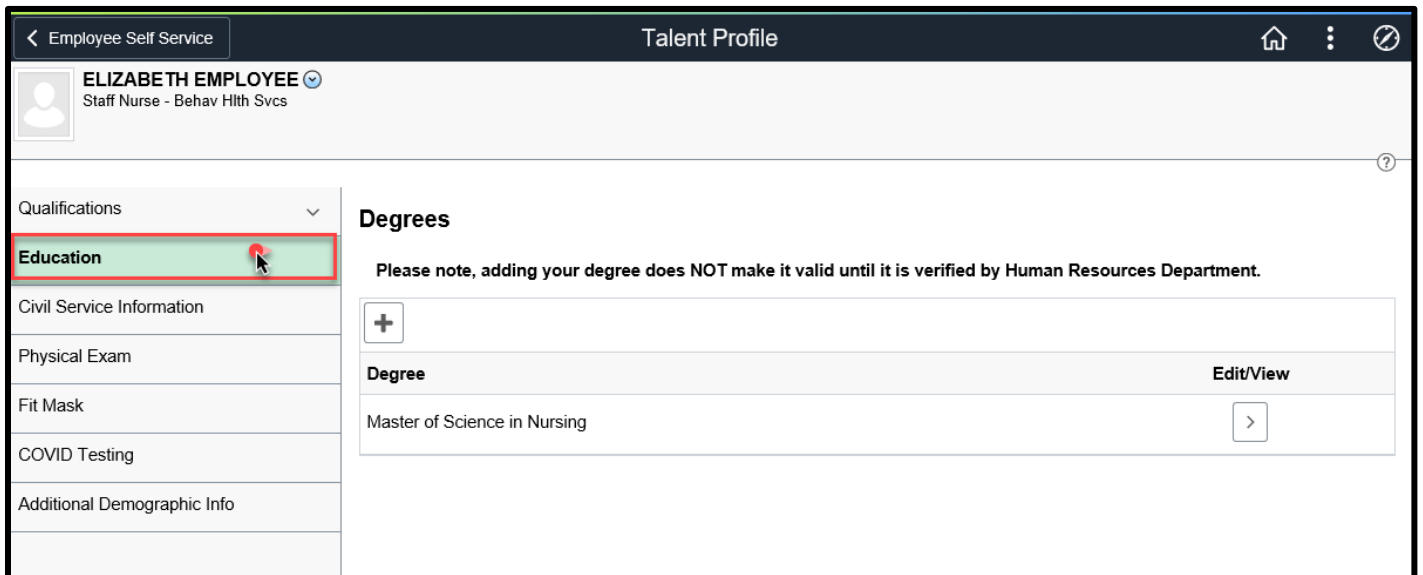
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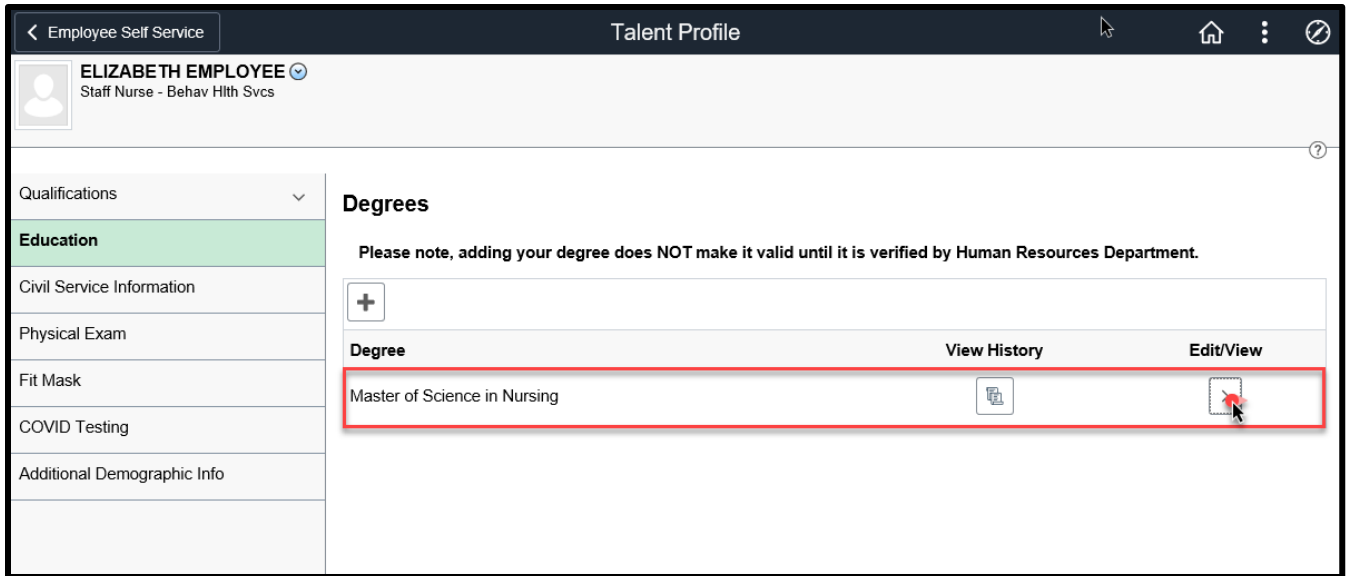
1. After successfully logging into PeopleSoft HR, click on the **Person Profile** tile.



2. On the **Talent Profile** page, click on the **Education** option under **Qualifications** from the menu on the left.



3. To view your **Degrees**, click on the **Edit/View** to view degrees.



4. The **Degrees** page is displayed. Here you can view the details of your degree.

Degrees

Effective Date 11/02/2021 Add New Version

Degree Master of Science in Nursing

***Status** Active ▼

Country United States 🔍

State New York 🔍

School Code 4624 🔍

Major Code 654 🔍

Minor 🔍

Graduated

Year Acquired 2013

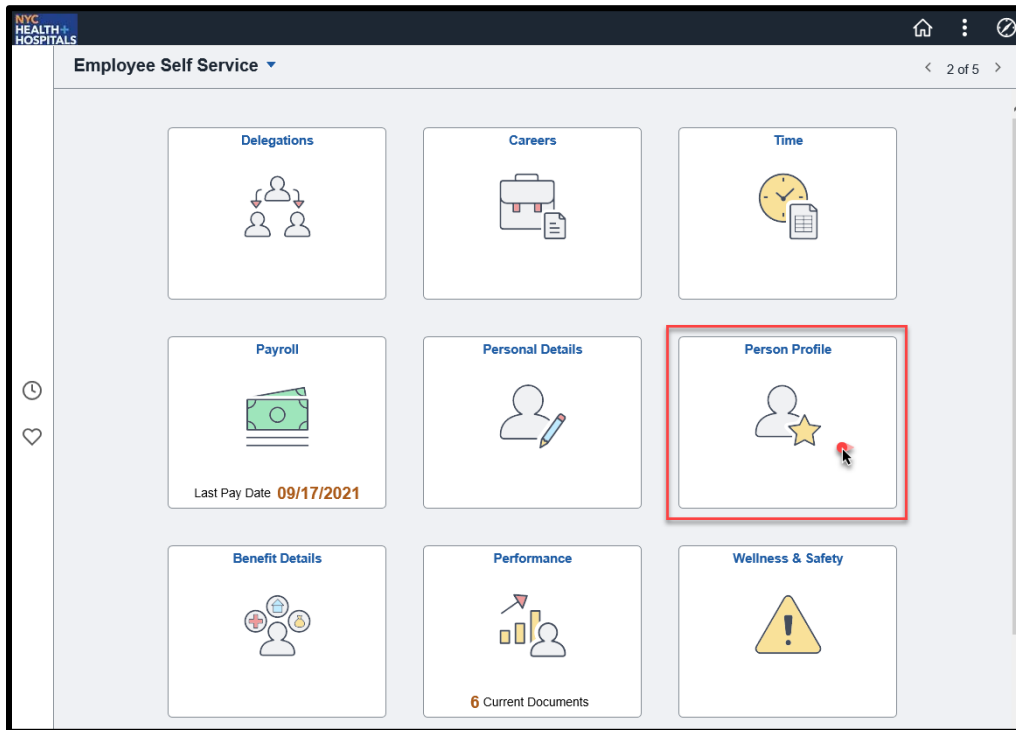
Major Adult health Nursing 📄

Minor 📄

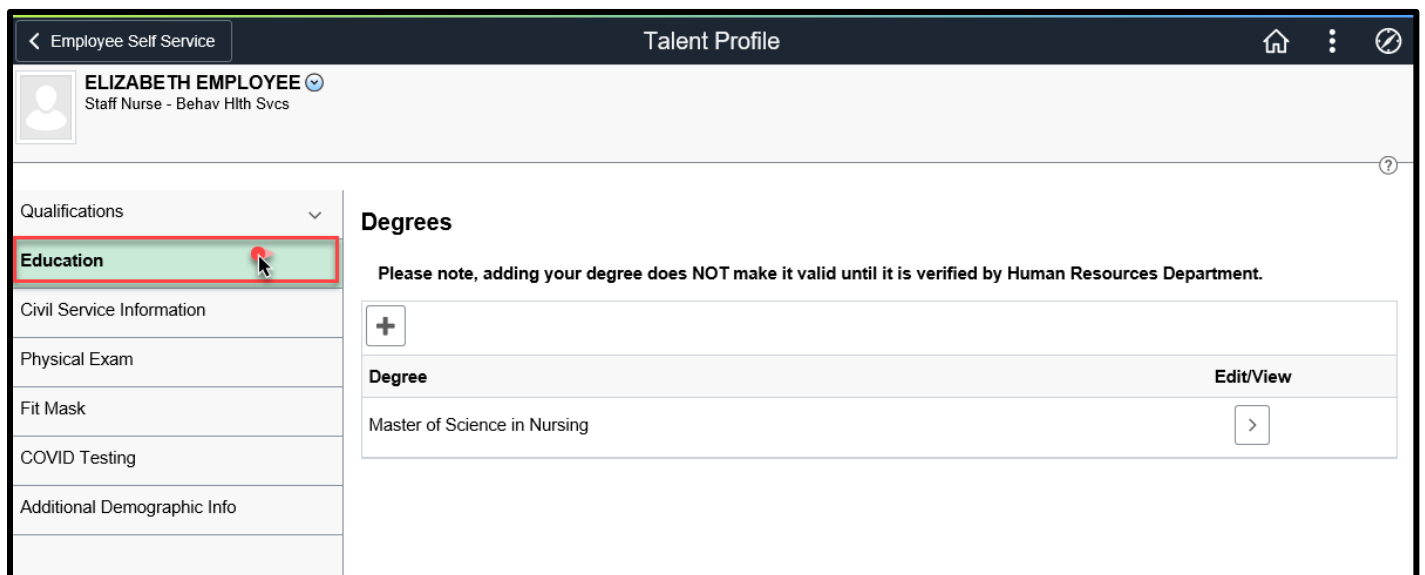
School CUNY Lehman College 📄

How to Add Education Information

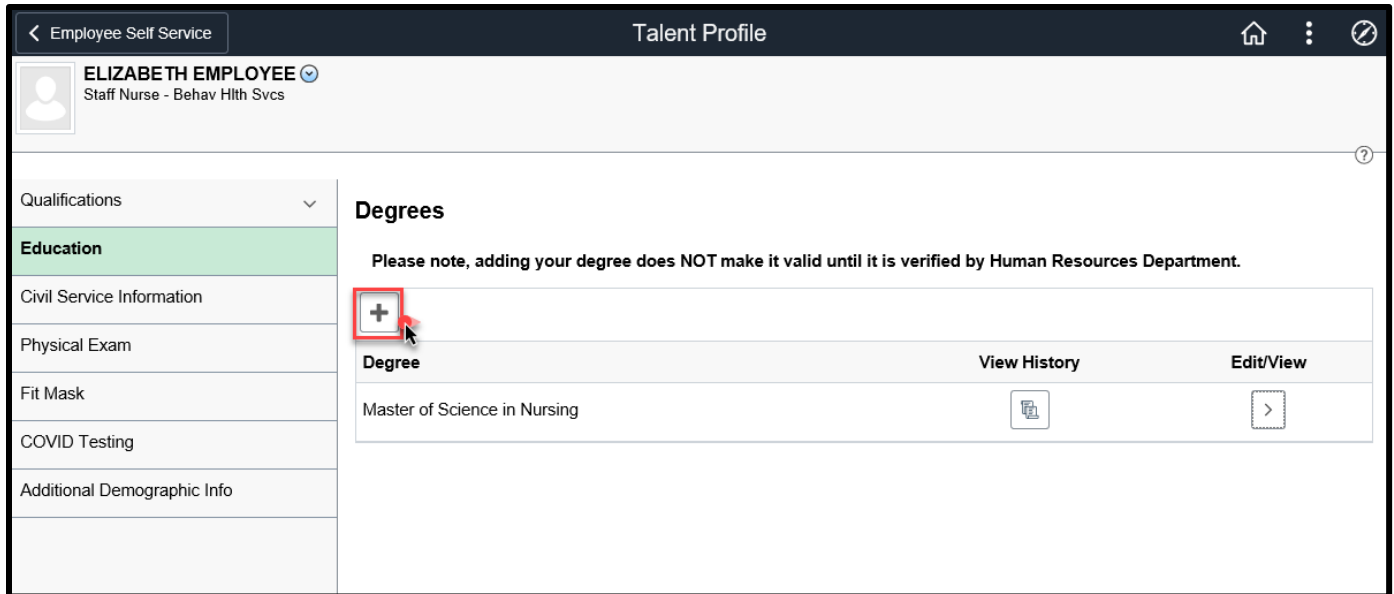
1. After successfully logging into PeopleSoft HR, click on the **Person Profile** tile.



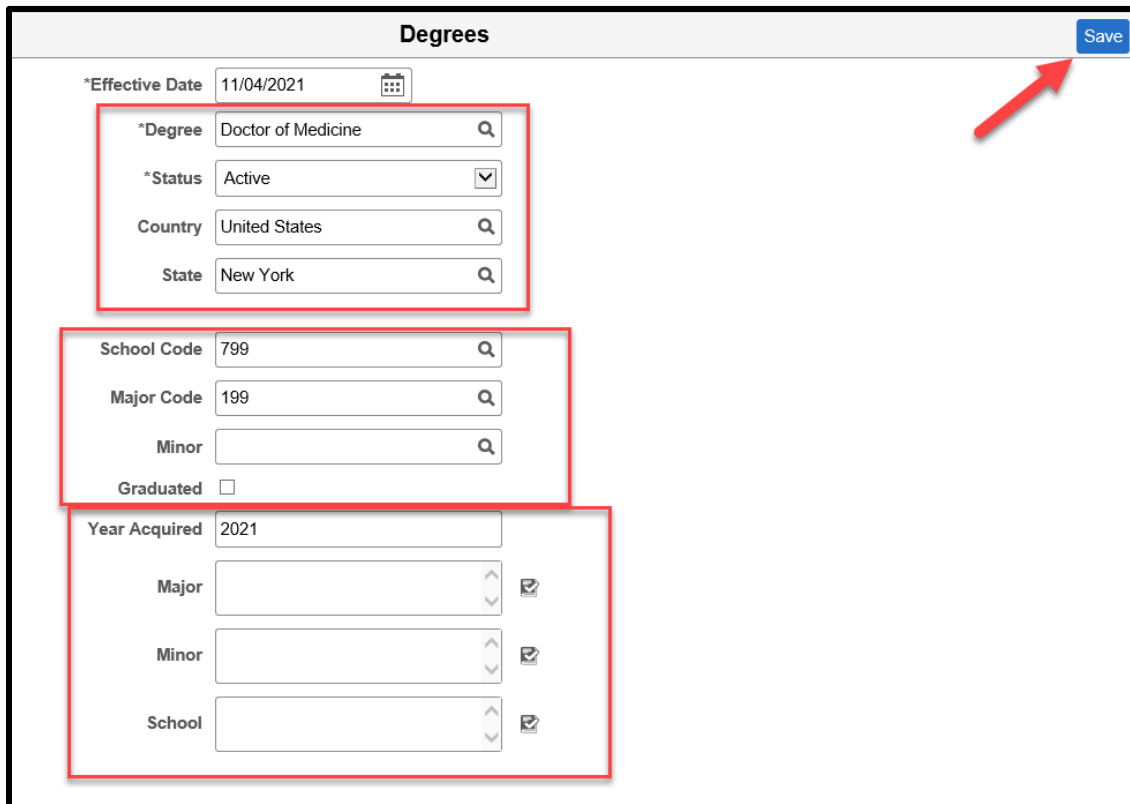
2. On the **Talent Profile** page, click on the **Education** option under **Qualifications** from the menu on the left.



3. Click on the Plus [+] icon to add a new degree.



4. The **Degrees** page displays. Enter the required fields and click blue **Save** to apply the changes to your profile.



5. Once saved, your new degree will display.

Note: Adding your degree information does NOT make it valid until it is verified by the Background department. Any additional supporting documentation will be requested by your local Human Resources department.

