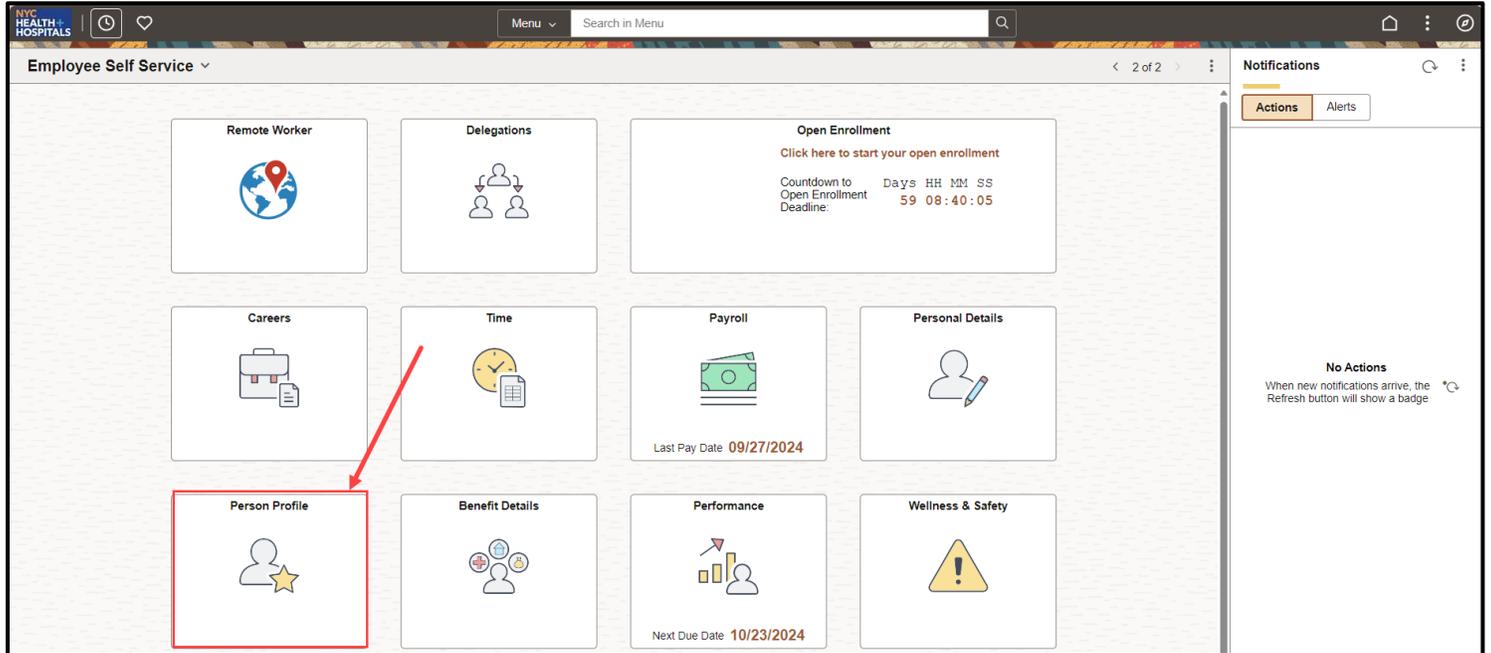


Upload License or Certification

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



2. Person Profile page will display. Click on **Licenses and Certification**, click **Add** to start entering your license/certification.



3. Click on the magnifying glass to find your license/certification.

The screenshot shows a form titled "Licenses and Certifications" with a "Cancel" button on the top left and a "Continue" button on the top right. The form contains several fields: "Effective Date" (10/03/2024), "License" (with a magnifying glass icon highlighted by a red arrow), "Status" (Active), "Country", "State", "Renewal Required" (No), "Renewal In Progress" (No), "Expiration Date", "Issue Date", "License/Certification Number", and "Issued By". There is also an "Attachments" section at the bottom with a note that no attachments have been uploaded and an "Add Attachment" button.

4. Click on **Search Criteria** and then **Show Operators**.

The screenshot shows a "Lookup" search interface. At the top, there is a "Cancel" button and a search bar containing "License". Below the search bar, there is a "Search Criteria" section with fields for "Content Type" (LIC), "Content Item (begins with)", and "Description (begins with)". There are "Search" and "Clear" buttons. To the right of the "Search Criteria" section, a red arrow points to a "Show Operators" button. Below the search criteria, there is a "Search Results" section with a note that "Only the first 300 results can be displayed." and a table with 300 rows. The table has columns for "Content Item" and "Description". The first row shows "AAHIVS" and "CERT HIV SPECIALIST".

- In the description box use the wild card “%” followed by a key word to find the license/certification. Then click **Search** and choose your license or certification. **Please note: If you are unable to locate your License or Certification, please email a copy of your license/certification to your local HR department.*

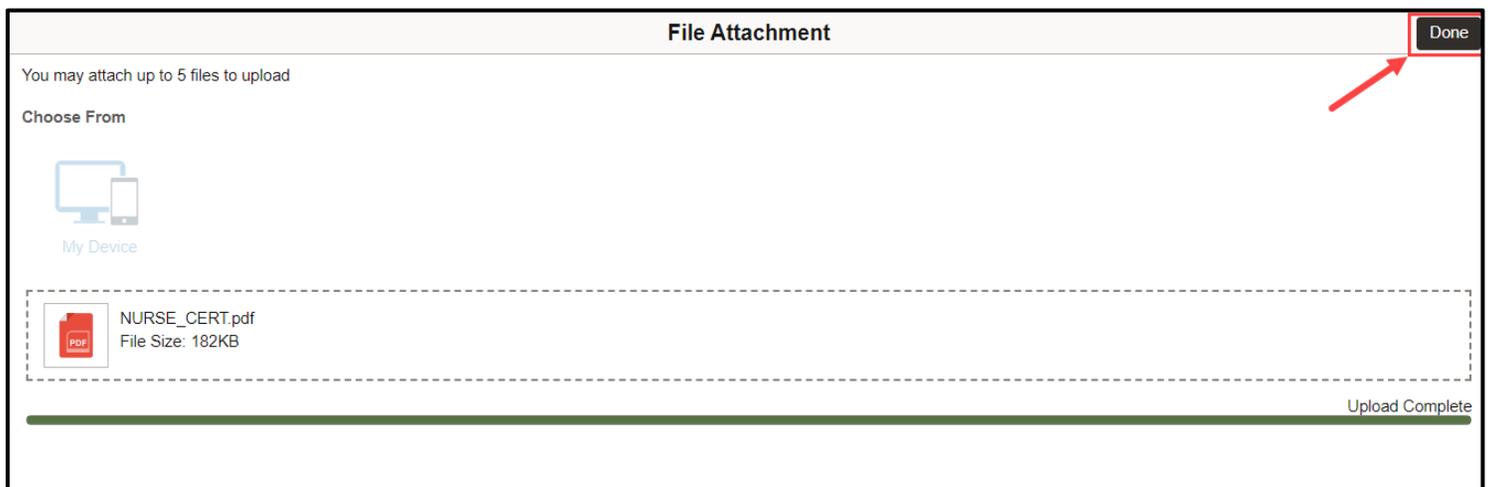
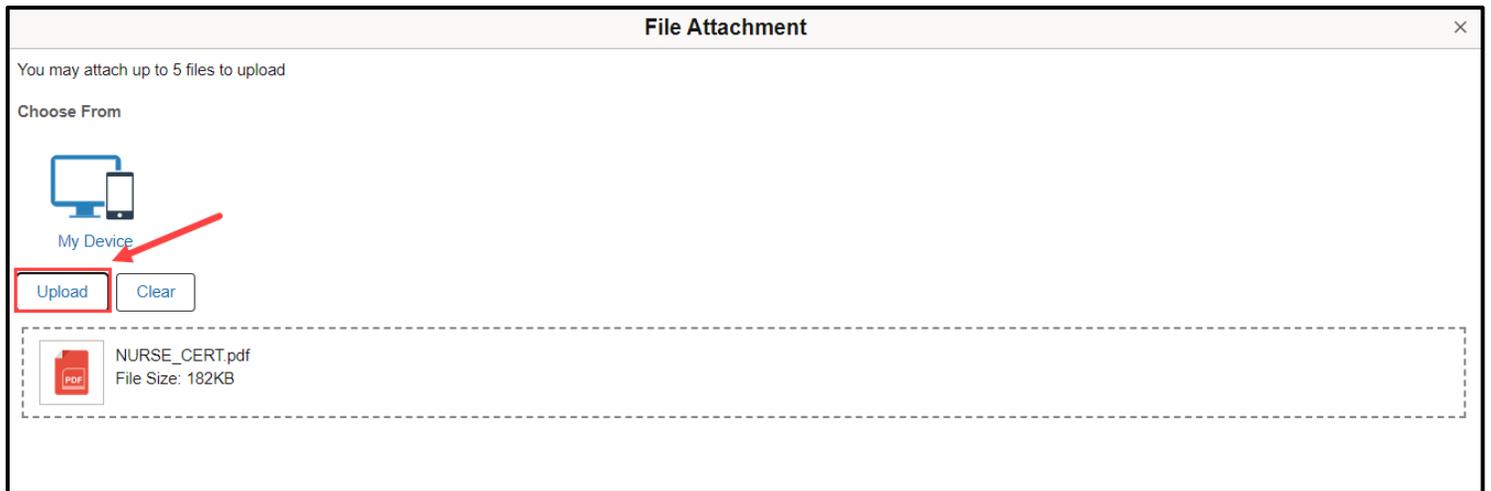
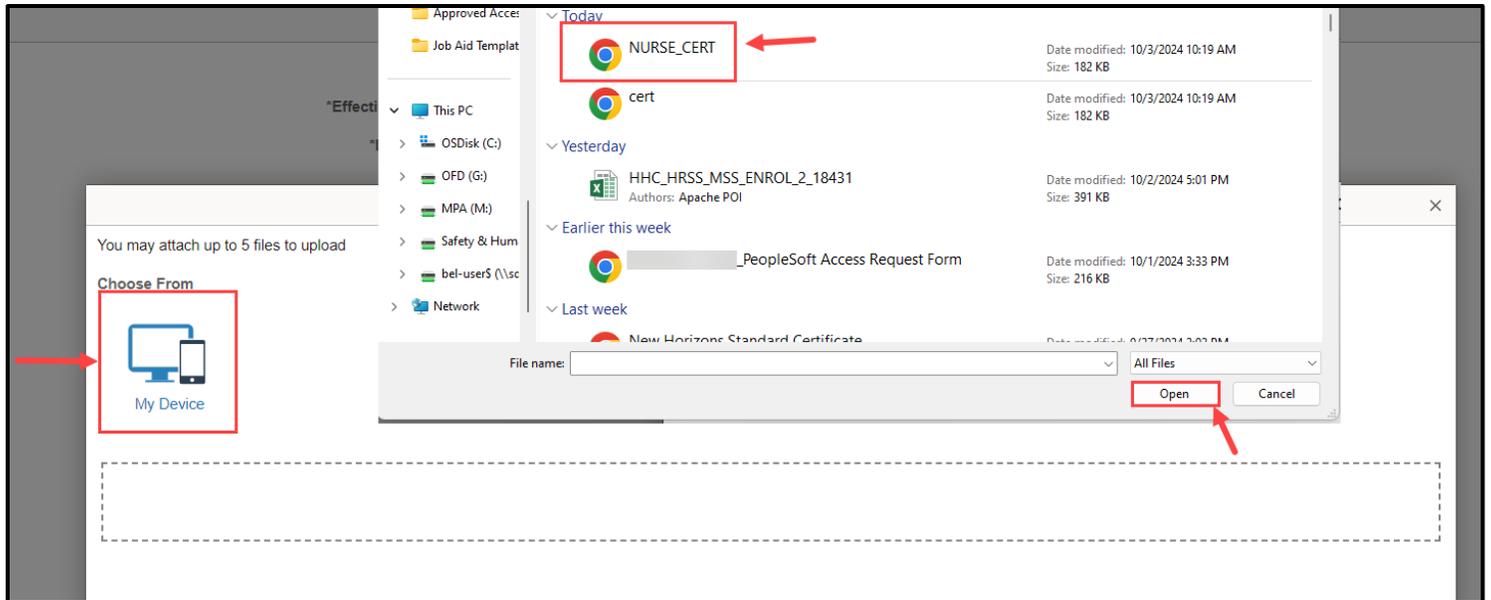
The screenshot shows a 'Lookup' window with a search bar and several dropdown menus. The 'Description' dropdown is set to 'begins with' and the text box contains '%nurse'. A red box highlights the '%nurse' text, with a red arrow pointing to it from the right. Another red arrow points to the 'Search' button. Below the search criteria, there is a 'Search Results' section with a table of results.

Content Item	Description
CCRN	ADULT ACUTE CRITIC CARE NURSE
ACCNS-AG	ADULT GERONT CLIN NURSE SPEC
AOCNP	ADV ONCOLOGY NURSE PRAC
ACRN	AIDS CERT REGISTERED NURSE

- Once all relevant information has been entered, click **Add Attachment** to upload a copy of your license/certification.

The screenshot shows a 'Licenses and Certifications' form. A red box highlights the license details section, which includes fields for License, Status, Country, State, Renewal Required, Renewal In Progress, Expiration Date, Issue Date, License/Certification Number, and Issued By. Below the form, there is an 'Attachments' section with a message: 'No attachments have been uploaded for this profile item.' A red box highlights the 'Add Attachment' button, with a red arrow pointing to it from the right.

7. Click **My Device** and open your attachment. Click **Upload** and **Done**.



8. You can click your attachment to review and click **Continue**.

Cancel
Licenses and Certifications
Continue

* Indicates required field

*Effective Date:

*License: [Details](#)

*Status:

Country:

State:

Renewal Required: No

Renewal In Progress: No

Expiration Date:

Issue Date:

License/Certification Number:

Issued By:

Attachments

File Name ¹	Description ¹	Attached On ¹	Action
NURSE_CERT.pdf		10/03/2024 10:20:28AM	Delete Attachment

9. The new license/certification will now appear in your person profile. Click **Submit** for Approval.

Talent Profile
⋮

Clerical Associate - L II

Qualifications

- Language Skills 0
- Licenses and Certifications 0
- Memberships 0
- Education
- Civil Service Information
- Physical Exam
- Fit Mask
- COVID Testing
- Clinical Ladder

Licenses and Certifications

+

License	Status	Edit/View
CERT NEO INTENSIVE CARE NURSE	New	>

Submit for Approval

Talent Profile
⋮

Your changes are successfully saved and submitted for approval.

Qualifications

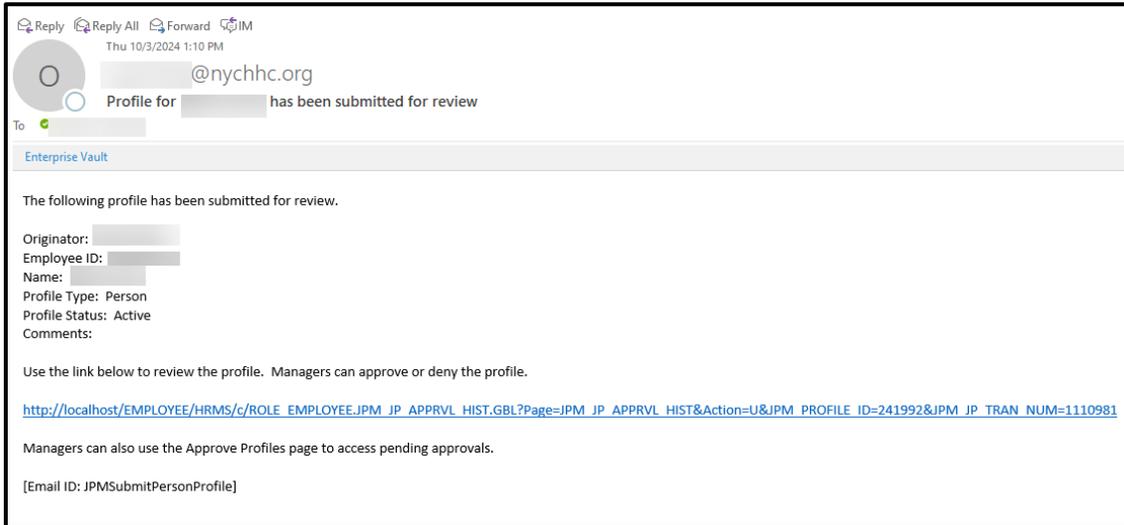
- Language Skills 0
- Licenses and Certifications 1
- Memberships 0
- Education
- Civil Service Information
- Physical Exam
- Fit Mask
- COVID Testing
- Clinical Ladder

Licenses and Certifications

+

License	Status	Edit/View
CERT NEO INTENSIVE CARE NURSE	Pending Approval	>

10. You will receive an email notification of submission.



11. When your submission is approved or denied, you will receive a notification.

