

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.

Cancel	Licenses and Certifications	Continue
		* Indicates required field
*Effective Date	10/03/2024	
*License		
*Status	Active •	
Country		
State		
Renewal Required	I No	
Renewal In Progress	3 No	
Expiration Date	MM/DD/YYYY	
Issue Date	MM/DD/YYYY 🟥	
License/Certification Number	· E	
Issued By	, E	
✓ Attachments		
No attachments have been uploaded for this profile item.		
Add Attachment		

4. Click on Search Criteria and then Show Operators.

	Cancel	Lookup	
	Search for: License		
L	✓ Search Criteria		Show Operators
L		Content Type LIC	
		Content Item (begins with)	
		Description (begins with)	
		Search	
	∽ Search Results		
		Only t	the first 300 results can be displayed.
			300 rows
	Content Item ↑↓	Description 1↓	
	AAHIVS	CERT HIV SPECIALIST	



5. 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.

Cancel	Lookup		
Search for: License		Hide Operators	
	Content Type LIC		
	Content Item begins with v		
	Description begins with V %nurse		
	Search Clear		
✓ Search Results			
		67 rows	
Content Item ↑↓	Description 1↓		
CCRN	ADULT ACUTE CRITIC CARE NURSE		
ACCNS-AG	ADULT GERONT CLIN NURSE SPEC		
AOCNP	ADV ONCOLOGY NURSE PRAC		
ACRN	AIDS CERT REGISTERED NURSE		

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

Cancel		License	es and Certifications
	*Effective Date	10/03/2024	
	*License	CERT NEO INTENSIVE CARE NI Q	
		Details	
	*Status	Active 🗸	
	Country	United States Q	
	State	New York Q	
	Renewal Required	No	
	Renewal In Progress	No	
	Expiration Date	09/26/2028	
	Issue Date	09/26/2024	
	License/Certification Number	12345678900	E,
	Issued By	NYSED	E,
✓ Attachments			
No attachments have been uploaded for this profile item.			
Add Attachment			



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

"Effect Vou may attach up to 5 files to upload Choose From My Device	 Approved Accet Job Aid Templat Job Aid Templat This PC Go Cert OSDisk (C:) OFD (G:) MPA (M:) Safety & Hum bel-userS (\sc Network Vesterday Last week New Horizone Standard Certificate File name	Date modified: 10/3/2024 10:19 AM Size: 182 K8 Date modified: 10/3/2024 10:19 AM Size: 182 K8 Date modified: 10/2/2024 5:01 PM Size: 391 K8 X Date modified: 10/1/2024 3:33 PM Size: 216 K8 Concel
You may attach up to 5 files to upload Choose From My Device Upload Clear Upload Clear File Size: 182KB	File Attachment	×
You may attach up to 5 files to upload Choose From My Device NURSE_CERT.pdf File Size: 182KB	File Attachment	Done



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

Cancel	Licenses and Certifications	Continue
		* Indicates required field
*Effective Date	10/03/2024	
"License	CERT NEO INTENSIVE CARE NI Q	
	Details	
*Status	Active 🗸	
Country	United States Q	
State	New York Q	
Renewal Required	lo	
Renewal In Progress	lo	
Expiration Date	09/26/2028	
Issue Date	09/26/2024	
License/Certification Number	[2345678900] [2]	
Issued By	NYSED B	
∽ Attachments		
+		
File Name 1↓ Description 1↓	Attached On 🔃	Action
NURSE_CERT.pdf	10/03/2024 10:20:26AM	Delete Attachment

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

Talent Profile				:
Clerical Associate - L II				0
Qualifications	~	Licenses and Certifications		0
Language Skills	0			
Licenses and Certifications	0	License	Status	Edit/View
Memberships	0	CERT NEO INTENSIVE CARE NURSE	New	>
Education				
Civil Service Information				
Physical Exam				
Fit Mask				
COVID Testing				
Clinical Ladder	~			

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Talent Profile					:
		Your changes are	e successfully saved and submitted fo	or approval.	×
					0
Qualifications	~	Licenses and Certifications			Ū.
Language Skills	0				
Licenses and Certifications	1	License		Status	Edit/View
Memberships	0	CERT NEO INTENSIVE CARE NURSE		Pending Approval	>
Education					
Civil Service Information					
Physical Exam					
Fit Mask					
COVID Testing					
Clinical Ladder	~				



10. You will receive an email notification of submission.

Q.	Reply (GReply All Constraint) Forward Constraint And Antonia Constraint Const
	O @nychhc.org
T	Profile for has been submitted for review
Er	nterprise Vault
Th	the following profile has been submitted for review
	re ronowing prome has been submitted for review.
O	riginator:
Er	mployee ID:
Na Dr	ame:
Pr	come type: retson
Co	oments:
U	se the link below to review the profile. Managers can approve or deny the profile.
ht	ttp://localhost/EMPLOYEE/HRMS/c/ROLE EMPLOYEE.JPM JP APPRVL HIST.GBL?Page=JPM JP APPRVL HIST&Action=U&JPM PROFILE ID=241992&JPM JP TRAN NUM=1110981
м	lanagers can also use the Approve Profiles page to access pending approvals.
[E	imail ID: JPMSubmitPersonProfile]

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

🗣 Reply 🖗	Reply All 🕒 Forward 🌾	ÎM
	1110 10/3/2024 1.40 PW	
	Profile for	has been approved
То		
Enterprise Va	ault	
Originator: Employee I Name: Profile Type Profile Stat Comments:	D: e: Person us: Active :	
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Thu 10/3/2024 1:48 PM
Profile for has been denied
To •
Enterprise Vault
The following profile has been denied.
Originator:
Employee ID:
Name: I Profile Type: Berson
Profile Status: Active
Comments:
Use the link below to review the profile. Denied profile items are not displayed on the profile. You can access denied items via the View Denied items profile action.
http://hcmsdevwb02.nychhc.org:10050/psp/hr92tst/EMPLOYEE/HRMS/c/JPM_EMPLOYEE.JPM_PROFILE_XFR_FLGBL?Action=U
[Email ID: JPMDenyPersonProfile]