Entering Licenses and Certifications

This job aid shows you how to enter a new hire’s License and Certification information.

1. Navigate to the Person Profiles page within the Workforce Development area. Click Main Menu > Workforce Development > Profile Management > Profiles > Person Profiles

2a. Enter Empl ID and click Search. If Empl ID is found continue to step 8.

2b. If Empl ID is not found, click Add a New Value and continue to step 3.

3. Click Add.
Entering Licenses and Certifications

4. Enter Empl ID.

5a. Select the ☐ to select the Profile Type.

5b. This displays the Look Up Profile Type screen. Select the PERSON Profile Type.

6. Profile Status defaults to Active and Description defaults to the person’s name.

7. Click Save.

8. If multiple tabs appear, click the Licenses and Certifications tab.

9. Click Add New Licenses and Certifications link or the “➕” to add a new License or Certification.

10. Issue Date defaults to today’s date. Update the Issue Date if necessary.

11. Select the ☐ to select a License or Certification.

12. If the License or Certification has Renewal Required and an Expiration Date, the fields will populate with the information. Or enter the Expiration Date if necessary.

13. Click OK if completed or click Apply and Add Another to add another License or Certification.

**NOTE:** Any fields marked with an ✶ are required.
14. When all Licenses and Certifications have been entered for selected Empl ID click **Save**.

15. To search for another employee click **Return to Search**.