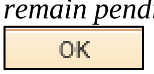
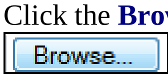
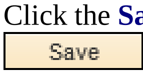
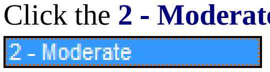
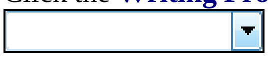
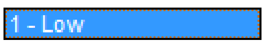
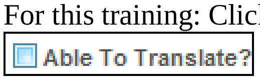
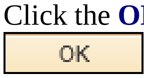
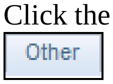
TM-07.1 CABQ - How to Create and Update Your Person Profile

Step	Action
1.	For quick access to **My Current Profile** scroll down the Home Page to locate the quick link box: Click the **My Current Profile** link. My Current Profile
2.	Information on Person Profiles, and how to attach documents, can be found at the top of the page.
3.	Notice the four tabs with the section titles. This course will go to each tab to review all of the options available to you in the Person Profile. Access the appropriate tab when you are updating information.
4.	Start on the **Work Related** tab for this exercise. Click the **Add New Licenses and Certifications** link. Add New Licenses and Certifications
5.	**Issue Date - Important to have correct!** 1. **The issue date field always defaults to today's date.** Be sure to change this date to reflect the actual issue date of the license or certificate. 2. If the license or certificate has renewal requirements, then the system will calculate the renewal date based on the issue date and the renewal requirements. The system will send alerts when a license or certification is nearing a renewal/expiration date.
6.	After entering the Issue Date: Click the **Look up License/Cert** button (magnifying glass).
7.	You will choose the appropriate certification name and click on the link to add it to your profile. *If you do not see the name of your license or certification contact the Help Desk at 768-2930 to open a Service Now ticket. You will be notified when it has been added to the PeopleSoft listing.*
8.	Click the **Look up State** button (magnifying glass).
9.	Click the **NM** link. NM

Step	Action
10.	If your license or certification requires a renewal you will click in the **Renewal Required?** box.
11.	If applicable, enter the License/ Certification Number. **Note:** The license number has been entered for you for this exercise.
12.	Enter the name of the entity that issued your license or certification in the **Issued By** box that is provided for you.
13.	Click the **OK** button. **Note:** Licenses/Certifications and Tests/Exams require manager approval. *They will remain pending until that approval is received.* 
14.	Notice that the license/certification has not been added to your profile yet. Under Approvals you will see the **Pending** status of your submission. Your submission will remain Pending until it is approved by a manager. Once approved it will be added to your Work Related profile tab.
15.	To upload your supporting document: Click the **Add/Maintain Attachments** link. 
16.	If you are adding a document for the first time you will type your description in the row that is currently blank. If you have added documents in the past you will use the **plus [+]** sign to add a new row.
17.	In this training you will follow the process to add a new row to your existing documents: Click the **Add a new row [+]** button. 
18.	Enter the desired information (which should be short and meaningful to you) into the **Description** field. For this training, enter "**SPHR**".
19.	Click the **Add** button. 
20.	Click the **Browse** button to search for your supporting document. 
21.	Locate the document and double-click on it to add the link to the **File Attachment** box.
22.	Click the **Upload** button to add your attachment.
23.	Click the **Save** button. 

Step	Action
24.	Click the **Close Window [X]** to close the pop-up window. 
25.	When you are finished adding to the **Work Related** tab: Click the **Education and Experience** tab. 
26.	If you have a degree or prior Work Experience you want to add you will add it on the **Education and Experience** tab following the same steps as you used on the **Work Related** tab.
27.	Once you have completed the **Education and Experience** tab: Click the **Personal** tab. 
28.	Add languages, Military Service and Honors/Awards on the **Personal** tab. **Note:** *Military Service will require manager approval and will remain pending until that approval is received.*
29.	Click the **Add New Language Skills** link. 
30.	Click the **Look up Language** button. 
31.	Choose the appropriate language for your experience. For this training: Click the **Italian** link. 
32.	**Reading Proficiency** options are: 1. Low 2. Moderate 3. High Click the **Reading Proficiency** list to display the options. 
33.	For this training: Click the **2 - Moderate** list item. 

Step	Action
34.	**Speaking Proficiency** options are: 1. Low 2. Moderate 3. High Click the **Speaking Proficiency** list to display the options 
35.	For this training: Click the **2 - Moderate** list item. 
36.	Writing Proficiency options are: 1. Low 2. Moderate 3. High Click the **Writing Proficiency** list. 
37.	For this training: Click the **1 - Low** list item. 
38.	There are three checkboxes to clarify your ability further: 1. Native Language? 2. Able to Translate? 3. Able to Teach? For this training: Click the **Able To Translate?** option. 
39.	Languages do not require manager approval. *If you apply for a job requiring this language skill Human Resources will require testing of this ability at that time.* Click the **OK** button. 
40.	Click the **Other** tab to add **Volunteer** activities or **additional roles**. 
41.	Click the **Add New Volunteer Activities** link. 
42.	Enter your Volunteer Activity into the details box.

Step	Action
43.	Volunteer Activity and Additional roles do not require manager approval. These will be added to your Person Profile when you Save the update. Click the **OK** object. OK
44.	When have finished adding your profile information: Click the **Save** button. Save
45.	Two of the items (Languages and Volunteer Activity) have been added to the Person Profile as they did not require manager approval. After clicking Submit, the request to add a License/Certification will be sent to the manager for approval or denial (if additional information is required). Click the **Submit** button. Submit
46.	Items requiring approval remain Pending until the manager approves the item. When your manager approves or denies your profile addition, you will receive an e-mail. ***Denial:*** *Your manager will deny your request if you have not provided proper documentation.* **Approval:** If proper documentation has been provided your manager approves your profile addition. Then it is added and visible on your Person Profile. Click the **OK** button. OK
47.	Congratulations! You successfully completed the **How to Create and Update Your Person Profile** course. **End of Procedure.**