








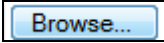
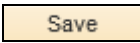





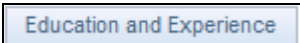
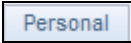
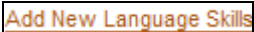




TME-04.1 CABQ - How to Create and Update Your Person Profile

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. 
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. 
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. <i>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.</i>
8.	Click the Look up State button (magnifying glass). 
9.	Click the NM link. 



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. <i>They will remain pending until that approval is received.</i> 
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. 


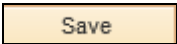
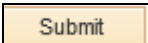



Step	Action
24.	Click the Close Window [X] to close the pop-up window. 
25.	When you are finished adding to the Work Related tab: Click the Education and Experience tab. 
26.	If you have a degree or prior Work Experience you want to add you will add it on the Education and Experience tab following the 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: <i>Military Service will require manager approval and will remain pending until that approval is received.</i>
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.	<p>Speaking Proficiency options are:</p> <ol style="list-style-type: none"> 1. Low 2. Moderate 3. High <p>Click the Speaking Proficiency list to display the options</p> <div style="border: 1px solid black; padding: 2px; width: fit-content;"> <input type="text" value=""/> </div>
35.	<p>For this training: Click the 2 - Moderate list item.</p> <div style="border: 1px solid black; padding: 2px; width: fit-content;"> 2 - Moderate </div>
36.	<p>Writing Proficiency options are:</p> <ol style="list-style-type: none"> 1. Low 2. Moderate 3. High <p>Click the Writing Proficiency list.</p> <div style="border: 1px solid black; padding: 2px; width: fit-content;"> <input type="text" value=""/> </div>
37.	<p>For this training: Click the 1 - Low list item.</p> <div style="border: 1px solid black; padding: 2px; width: fit-content;"> 1 - Low </div>
38.	<p>There are three checkboxes to clarify your ability further:</p> <ol style="list-style-type: none"> 1. Native Language? 2. Able to Translate? 3. Able to Teach? <p>For this training: Click the Able To Translate? option.</p> <div style="border: 1px solid black; padding: 2px; width: fit-content;"> <input checked="" type="checkbox"/> Able To Translate? </div>
39.	<p>Languages do not require manager approval. <i>If you apply for a job requiring this language skill Human Resources will require testing of this ability at that time.</i></p> <p>Click the OK button.</p> <div style="border: 1px solid black; padding: 2px; width: fit-content;"> OK </div>
40.	<p>Click the Other tab to add Volunteer activities or additional roles.</p> <div style="border: 1px solid black; padding: 2px; width: fit-content;"> Other </div>
41.	<p>Click the Add New Volunteer Activities link.</p> <div style="border: 1px solid black; padding: 2px; width: fit-content;"> Add New Volunteer Activities </div>
42.	<p>Enter your Volunteer Activity into the details box.</p>



Step	Action
43.	<p>Volunteer Activity and Additional roles do not require manager approval. These will be added to your Person Profile when you Save the update.</p> <p>Click the OK object.</p> 
44.	<p>When have finished adding your profile information: Click the Save button.</p> 
45.	<p>Two of the items (Languages and Volunteer Activity) have been added to the Person Profile as they did not require manager approval.</p> <p>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).</p> <p>Click the Submit button.</p> 
46.	<p>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.</p> <p><i>Denial: Your manager will deny your request if you have not provided proper documentation.</i></p> <p>Approval: If proper documentation has been provided your manager approves your profile addition. Then it is added and visible on your Person Profile.</p> <p>Click the OK button.</p> 
47.	<p>Congratulations! You successfully completed the How to Create and Update Your Person Profile course.</p> <p>End of Procedure.</p>