

Employee Self-Service: *Education*

Table of Contents

Introduction	1
Navigation	1
Viewing your education	2
Adding a new degree	2

Introduction

The Education icon contains your higher education credentials. As the employee, you are able to add and view your higher education credentials. Any education added prior to ESS cannot be edited by the employee; this information is view only.

This guide will give you step by step instruction on how to add, update and view information pertaining to your education.

Navigation

1. To access your education information, click the **Education** icon.



EDUCATION

2. If you have degrees, a list will be displayed.

[Education](#)

Qualifications

To view detail, click on a qualification.

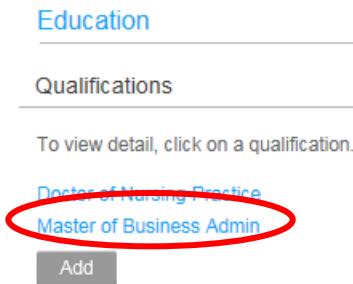
[Doctor of Nursing Practice](#)

[Master of Business Admin](#)

Add

Viewing your education

1. To view a current degree, click on the name of the degree.



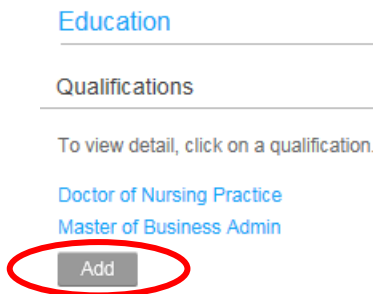
2. The detail screen will display to the right. You will be able to view the details of that particular degree.

Detail

Degree	MBA
Subject	
GPA	
Institution	
Completion	04/30/2011
In Process	No
Company Sponsor	No

Adding a new degree

1. To add a degree, click on **Add** button.



2. Enter all required fields (these are notated with a red asterisk*). Click **Update** to save your changes.

Detail

*Required fields are indicated.

Degree*	<input type="text"/>
Subject	<input type="text"/>
GPA	<input type="text"/>
Institution	<input type="text"/>
Completion	<input type="text"/> MM/DD/YYYY
In Process	<input type="text" value="No"/>
Company Sponsor	<input type="text" value="No"/>
	<input type="button" value="Update"/> <input type="button" value="Cancel"/>

3. If there is a school or subject that is not listed, please submit this information to HR4U.