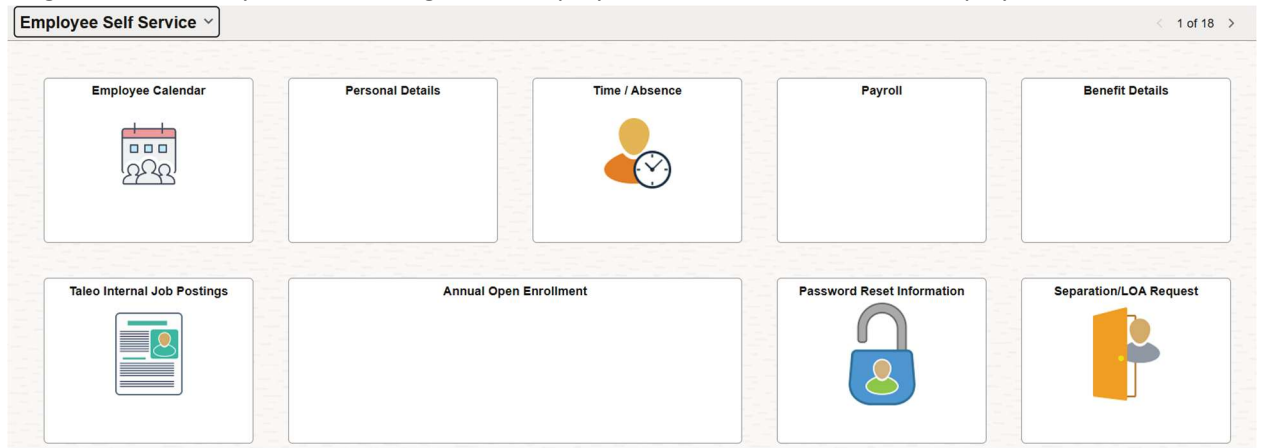


Submitting updated Certifications to HCM

December 12, 2025

The HCM system allows you to submit your new/updated licenses and certifications directly into the HCM system. The steps to complete this process are outlined below.

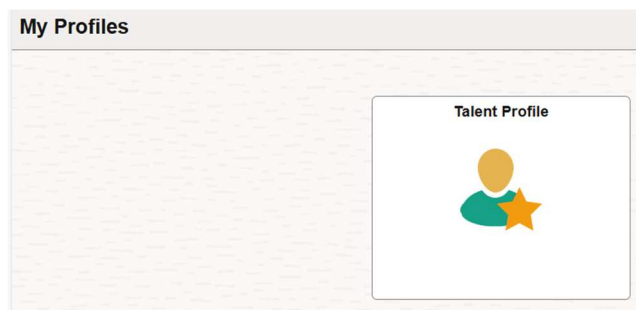
1. Login to the HCM system. After login, the Employee Self-Serve Menu will be displayed.



2. Click on the **My Profiles** Tile.



3. Click on the Talent Profile Tile.



- The following page will be displayed. On the right-hand side will be a listing of certifications/licenses you have currently. If you do not have any certifications/licenses currently, you will only have the Add Icon (plus sign).

You will be able to add certifications/licenses by clicking on the Add Icon. If you already have certification/license listed, you will be able to view the current information and also insert a new row to update the information, for example to update expiration date.

We will first discuss how to update the information by inserting a new row. To insert a new row, click on the arrow icon under the heading **Edit/View**.

Talent Profile

JOHN SMITH
AUT FAM SUP & IB TECH I
311111

CCSD Compliance Tracking

ABA Family/Student Supt Cert

+

Certification	Edit/View
Crisis Prevention & Intervention	>

- The information for the certificate/license selected will be displayed. If the current certificate/license is expiring and a new certificate/license has been obtained, click the button **Add New Version**.

ABA Family/Student Supt Cert

[Cancel](#) [Continue](#)

* Indicates required field

Entry Date 11/17/2025 **Add New Version**

Certification Crisis Prevention & Intervention

Status Active

Expiration Date 01/29/2027

Comments Initial Load

Attachments

No attachments have been uploaded for this profile item.

[Add Attachment](#)

[Delete](#)

6. A popup box will display asking for the entry date, which will be today's date, the day you are entering the information.

The screenshot shows a web form titled "ABA Family/Student Supt Cert". The form contains fields for "Entry Date" (11/17/2025), "Certification" (Crisis Prevention & Intervention), "Status" (Active), "Expiration Date" (01/29/2027), and "Comments". A "Cancel" button is at the top left. An "Add New Version" button is located next to the "Entry Date" field. A modal popup titled "Add New Version" is open, showing an "Entry Date" field with a calendar icon. The popup has "Cancel" and "Continue" buttons at the top.

7. After entering the Entry Date, click the Continue Button.

This is a close-up of the "Add New Version" modal popup. The "Entry Date" field now contains the date "12/15/2025". The "Continue" button at the top right of the popup is highlighted with a red rectangle.

- The following page will appear. The entry date you entered on the prior popup screen will be displayed. The information from your prior certification/license will be displayed. Override the Expiration Date with the new Expiration Date.

Then click on the **Add Attachment** button.

NOTE: Prior to proceeding to this step, you will need to scan the documents and have them stored on your computer.

Cancel

ABA Family/Student Supt Cert

Entry Date

12/15/2025

Certification

Crisis Prevention & Intervention

Status

Active

Expiration Date

12/31/2027

Comments

Attachments

No attachments have been uploaded for this profile item.

Add Attachment

- Click on the **My Device** icon.

Cancel

ABA Family/Student Supt Cert

Continue

File Attachment

You may attach up to 5 files to upload

Choose From

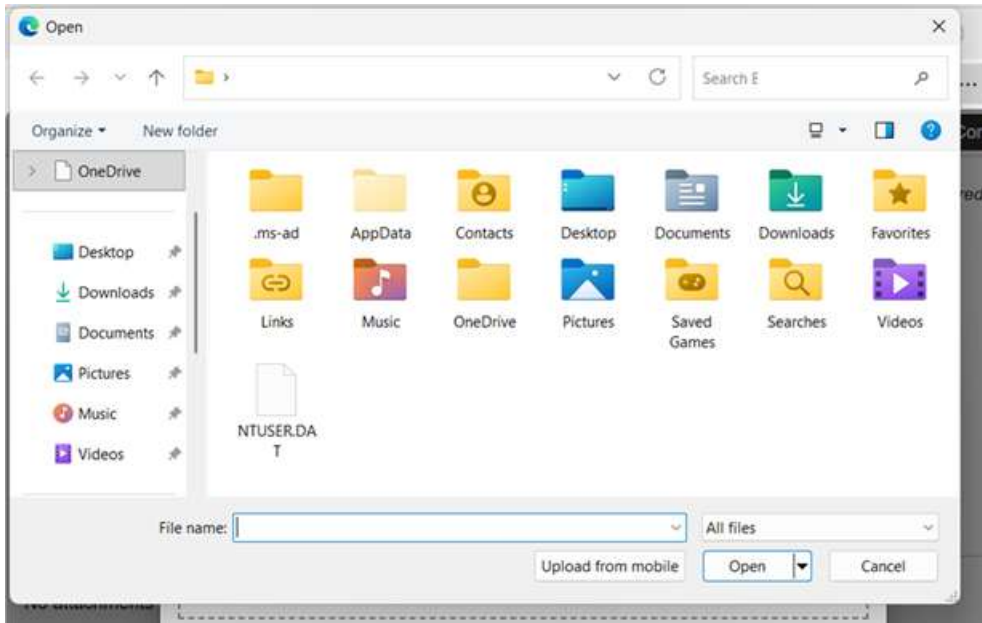
My Device

Attachments

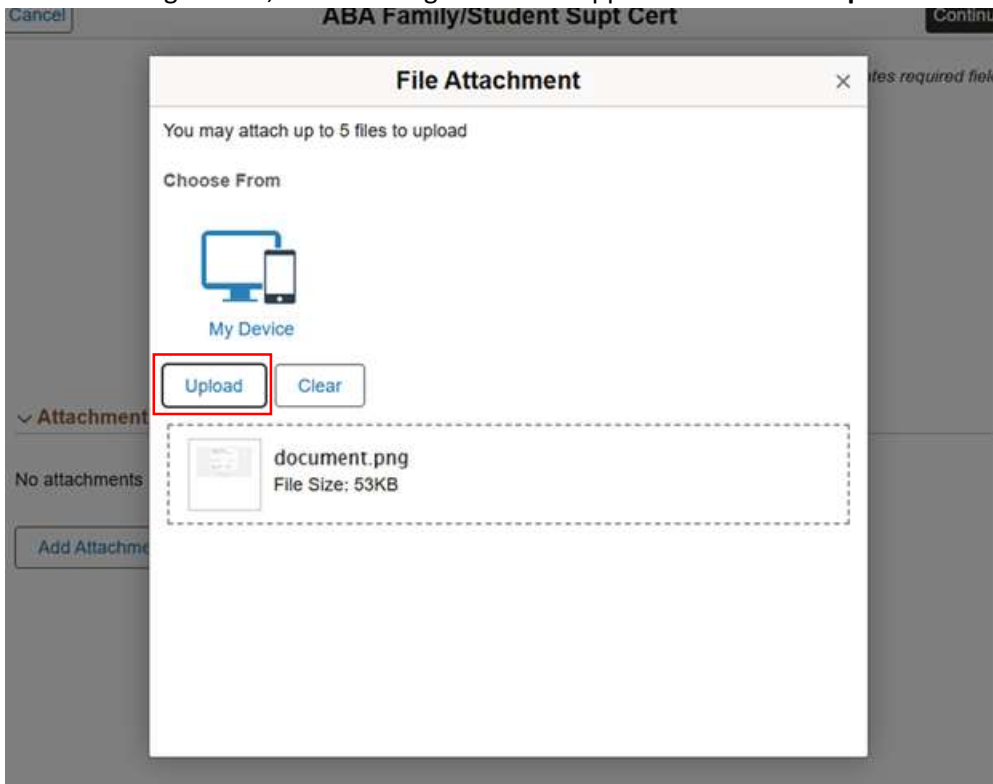
No attachments

Add Attachment

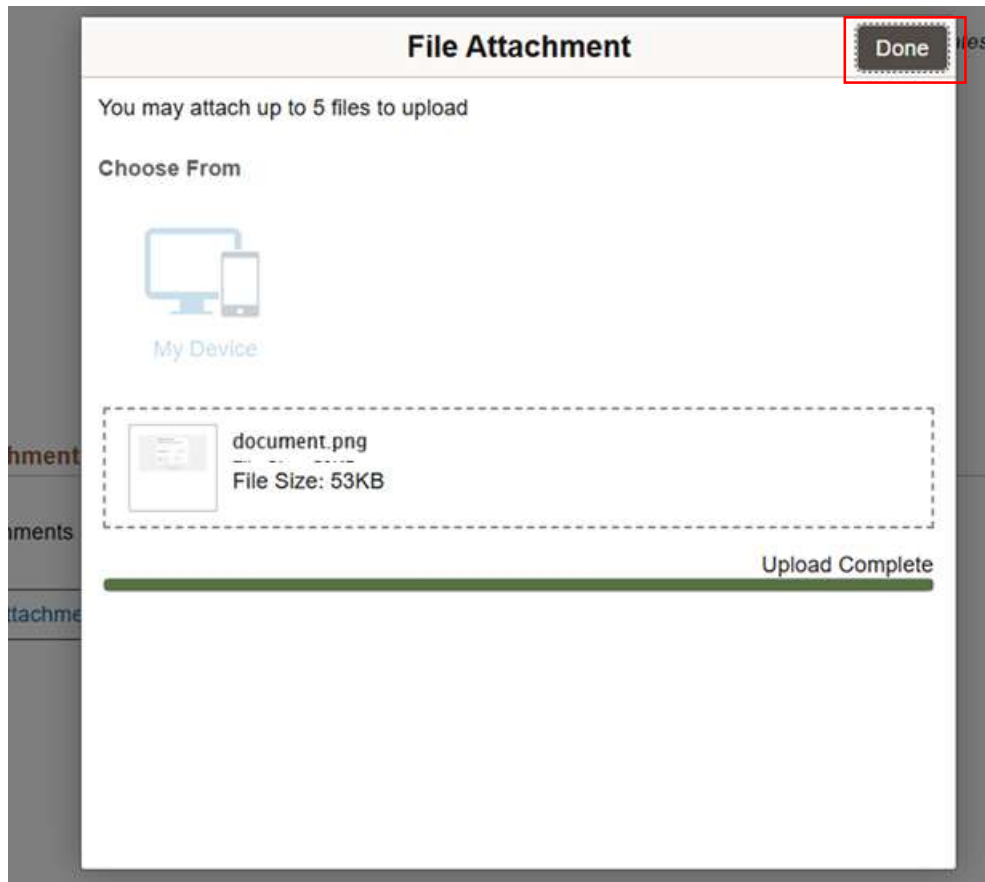
10. Navigate through your folders until you locate the file created when you scanned the documents. Click on the file and click the Open button.



11. After selecting the file, the following screen will appear. Click on the **Upload** button.



12. After clicking the upload button, the screen will confirm the file was uploaded. Then click the **Done** button.



13. After clicking the Done button, the following page will be displayed, showing the new attachment. Click the **Continue** button.

CancelABA Family/Student Supt CertContinue

* Indicates required field

Entry Date 12/15/2025

Certification Crisis Prevention & Intervention

Status Active

Expiration Date 12/31/2027

Comments

Attachments

+

File Name	Description	Attached On	Action
document.png		12/12/2025 3:53:53AM	Delete Attachment

14. After clicking the Continue button, the follow page will appear. After the data is submitted, it will go to a review process prior to updating your record. Click on the **Submit for Approval** button.

Talent Profile

JOHN SMITH
AUT FAM SUP & IB TECH I
311111

ABA Family/Student Supt Cert

Submit for Approval

+

Certification	Status	View History	Edit/View
Crisis Prevention & Intervention	Update		

15. You will be brought to the formal Request Approval page. Click **Submit**.

The screenshot shows a modal window titled 'Request Approval' with a 'Cancel' button on the left and a 'Submit' button on the right. The main content area is titled 'ABA Family/Student Supt Cert' and contains a table with three columns: 'Certification', 'Status', and 'Attachments'. The table has one row with the value 'EDIT' under Certification, 'Update' under Status, and a green checkmark under Attachments. Below the table is a 'Comments' section with a text input field.

Certification	Status	Attachments
EDIT	Update	✓

Comments

16. You will be returned to the original page. The Status will now show as **Pending Approval**. This will show as pending until the approvals are complete.

The screenshot shows the 'Talent Profile' page for 'JOHN SMITH' with the title 'AUT FAM SUP & IB TECH I' and ID '311111'. Below this is a section titled 'ABA Family/Student Supt Cert' which includes a '+' icon in a box. Underneath is a table with four columns: 'Certification', 'Status', 'View History', and 'Edit/View'. The table has one row with 'Crisis Prevention & Intervention' under Certification, 'Pending Approval' under Status, a document icon under View History, and a right arrow icon under Edit/View.

Certification	Status	View History	Edit/View
Crisis Prevention & Intervention	Pending Approval		>

The previous steps outline how to update an existing certificate/License. The next series of steps outline how to create a new certificate/license in the HCM system.

1. After clicking on the Talent Profile tile, Click the Add Icon (Plus Sign).

Talent Profile

JOHN SMITH
AUT FAM SUP & IB TECH I
311111

CCSD Compliance Tracking

ABA Family/Student Supt Cert

+

Certification	Edit/View
Crisis Prevention & Intervention	>

2. After clicking the Add icon, the following page will appear. The Entry Date will be today's date. Click on the Search Icon at the end of the Certification field to obtain a listing of available Certificates/Licenses.

ABA Family/Student Supt Cert

*** Indicates required field**

***Entry Date** 12/12/2025

***Certification** **Q**

Status Active

Expiration Date MM/DD/YYYY

Comments

Attachments

No attachments have been uploaded for this profile item.

Add Attachment

- The list of certifications will appear, minus any certifications already attached to your record. Click on the Certification you wish to add.

Cancel

Cancel

Lookup

Search for: Certification

> Search Criteria

✓ Search Results

2 rows

Content Item ↑↓	Description ↑↓
BCBA	Board Certified Behavior Analyst
RBT	Registered Behavior Technician

✓ Attach

No attach

Add Att

Continu

quired field

4. The Certification will be added to the page. Enter the Expiration Date of the Certificate. Then click the Add Attachments button to attach an electronic version of the Certificate.

For more detailed information on how to add an attachment, refer to the section above.

Cancel


ABA Family/Student Supt Cert

Continue

* Indicates required field


*Entry Date

12/12/2025




*Certification

Registered Behavior Technician




Status

Active




Expiration Date

MM/DD/YYYY



Comments



Attachments

No attachments have been uploaded for this profile item.

Add Attachment

5. After entering the information and attaching the electronic file, click on the **Continue** button.

[Cancel](#)

ABA Family/Student Supt Cert

[Continue](#)

*Entry Date

12/12/2025

*Certification

Registered Behavior Technician

Status

Active

Expiration Date

12/31/2027

Comments

* Indicates required field

Attachments

+

File Name	Description	Attached On	Action
document.png		12/12/2025 4:02:54AM	Delete Attachment

6. After clicking the continue button, the following page will appear. You will see the newly added certificate in the listing with a Status of **New**. You must now click the Submit for Approval button for the process to continue.

Talent Profile

JOHN SMITH
AUT FAM SUP & IB TECH I
311111

ABA Family/Student Supt Cert

[Submit for Approval](#)

+

Certification	Status	View History	Edit/View
Crisis Prevention & Intervention	Pending Approval		>
Registered Behavior Technician	New		>

7. Review and click the **Submit** button.


Client Profile

Cancel

Request Approval

Submit

ABA Family/Student Supt Cert

Certification	Status	Attachments
Registered Behavior Technician	New	

Comments

8. The newly added certification will now appear with the status of Pending Approval.

Talent Profile

TIFFANY BOYKIN
AUT FAM SUP & IB TECH I
312324

ABA Family/Student Supt Cert

Certification	Status	View History	Edit/View
Crisis Prevention & Intervention	Pending Approval		
Registered Behavior Technician	Pending Approval		

One the submission has been approved, the Pending Approval will disappear from the page.