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.

Employee Calendar	Personal Details	Time / Absence	Payroll	Benefit Details

Taleo Internal Job Postings	Annual Open Enrollment	Password Reset Information	Separation/LOA Request
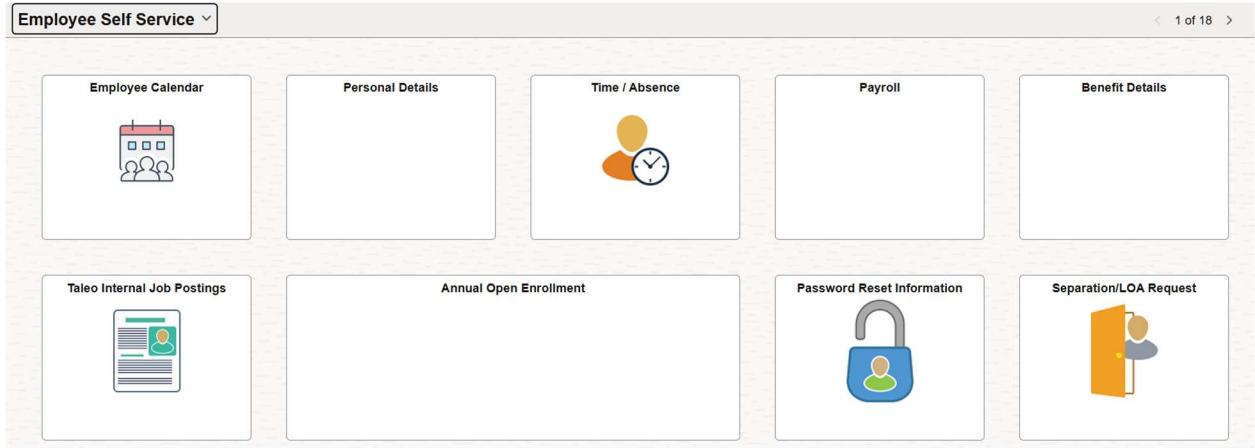
2. Click on the **My Profiles** Tile.

My Profiles

3. Click on the Talent Profile Tile.

My Profiles

Talent Profile

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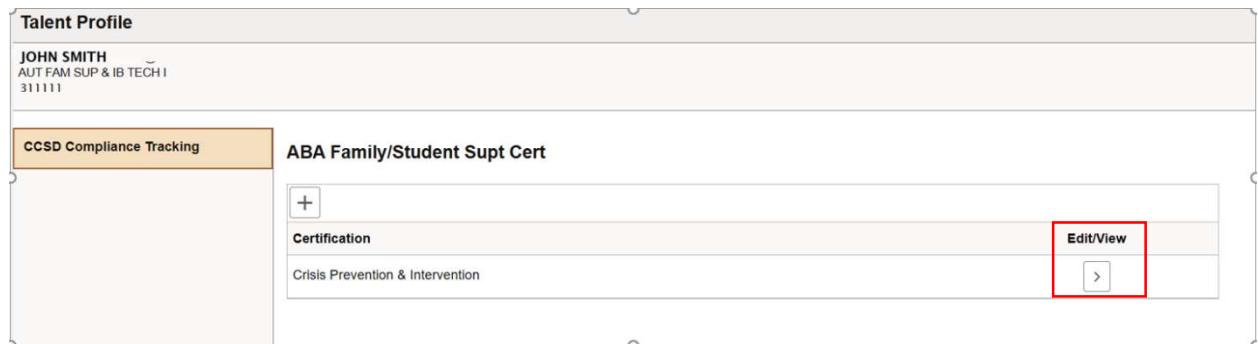
5. The information for the certificate/license selected will be displayed. If the current certificate/license is expiring and a new certificate/license has been obtained, click the button **Add New Version.**

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

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

8. 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.

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

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.
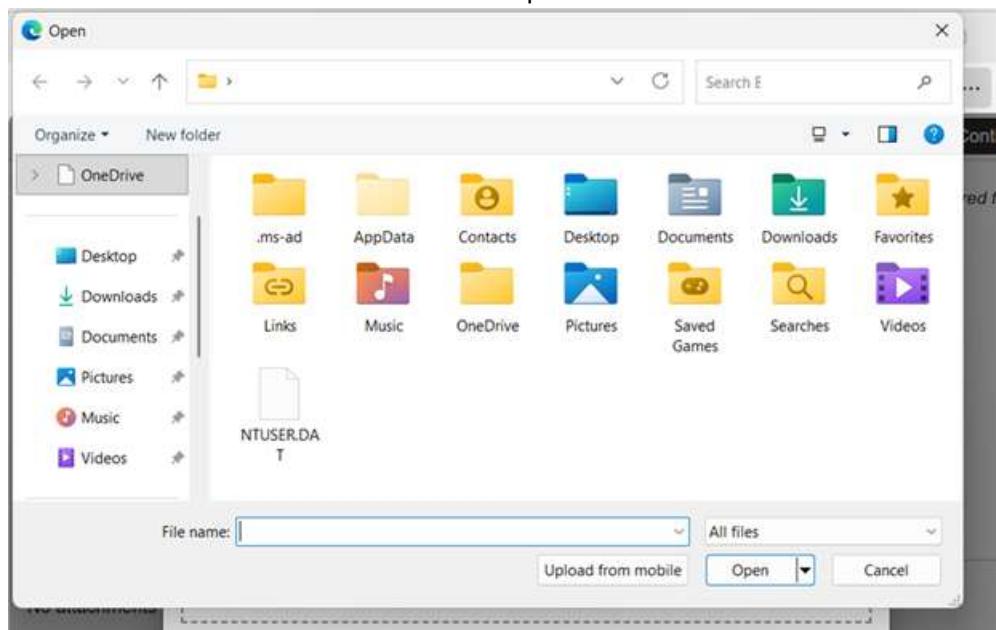
11. After selecting the file, the following screen will appear. Click on the **Upload** button.
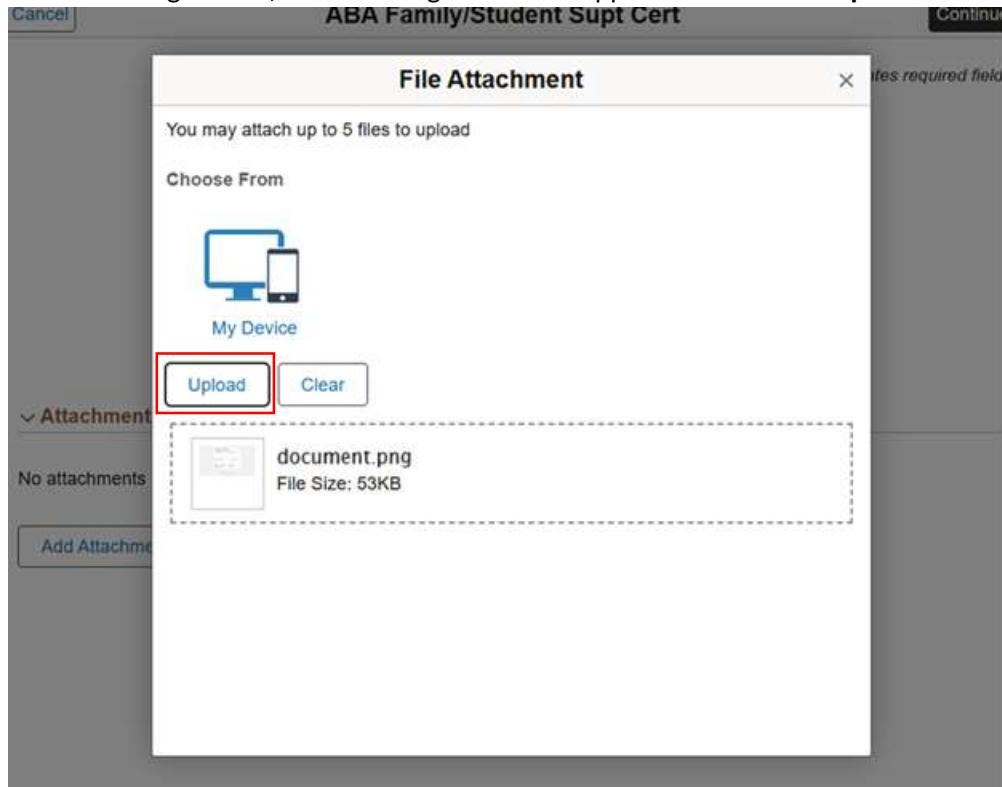
12. After clicking the upload button, the screen will confirm the file was uploaded. Then click the **Done** button.

File Attachment   Done

You may attach up to 5 files to upload

Choose From

My Device

document.png
File Size: 53KB

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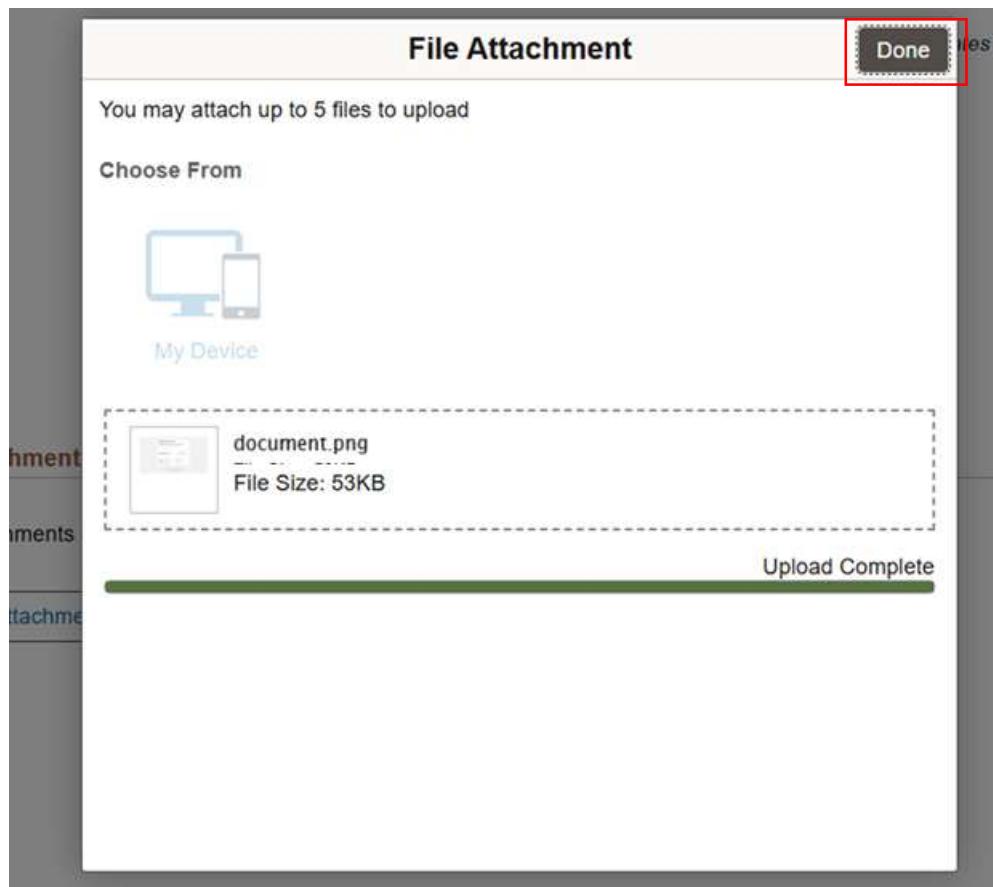
13. After clicking the Done button, the following page will be displayed, showing the new attachment. Click the **Continue** button.

| Cancel | ABA Family/Student Supt Cert | Continue |

* 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   ⋮

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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**.

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 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).
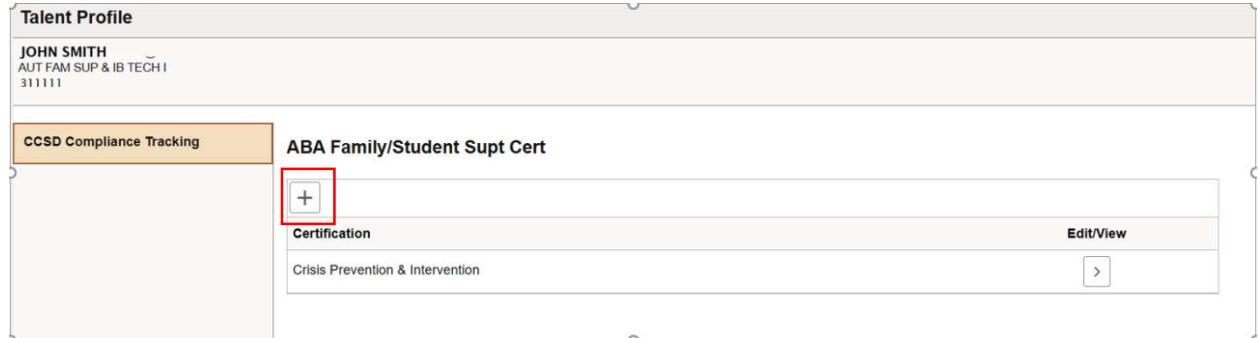
2. After clicking the Add icon, the following page will appear. The Entry Date will be today's date. Click on the Search Icon at the end of the Certification field to obtain a listing of available Certificates/Licenses.
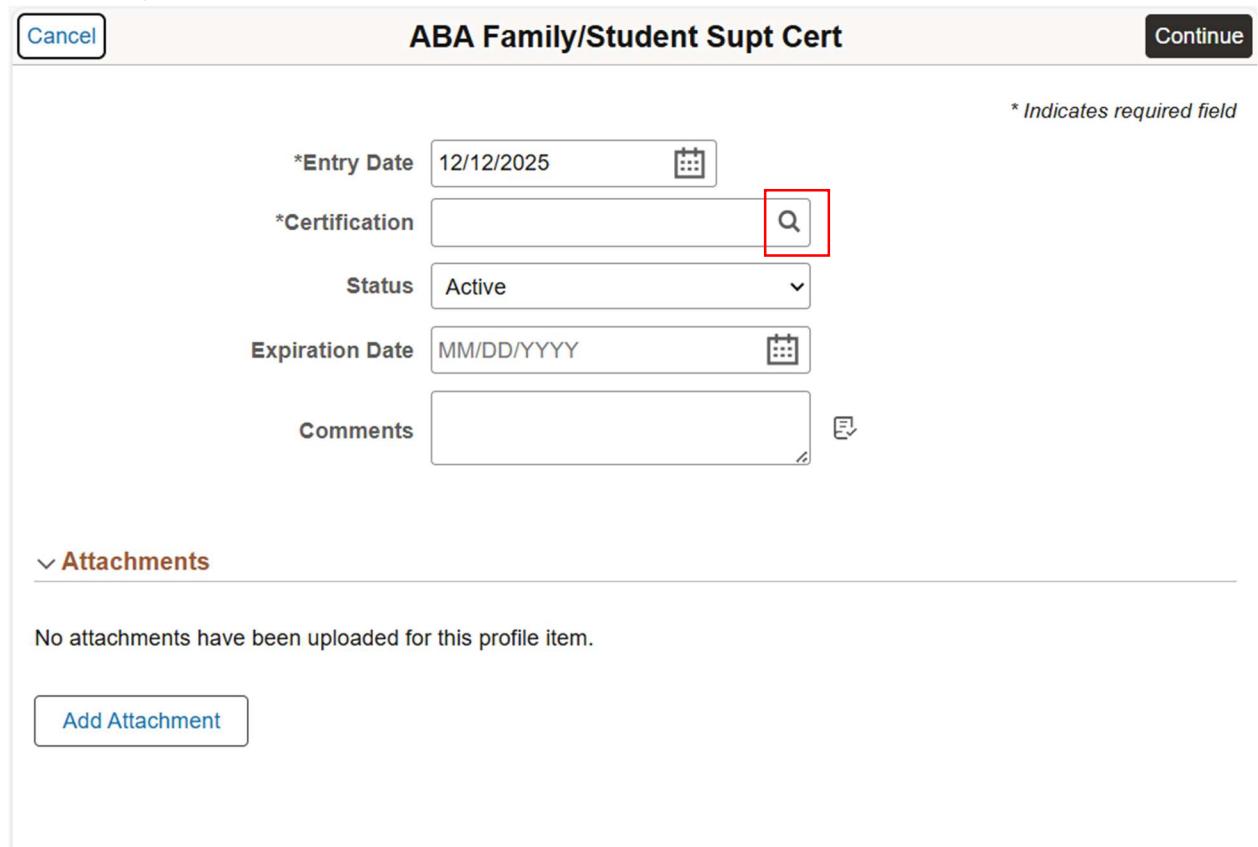
3. The list of certifications will appear, minus any certifications already attached to your record. Click on the Certification you wish to add.

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 at 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 |

* Indicates required field

*Entry Date	12/12/2025 📅
*Certification	Registered Behavior Technician 🔍
Status	Active ⌄
Expiration Date	12/31/2027 📅
Comments	

∨ 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   ⋮

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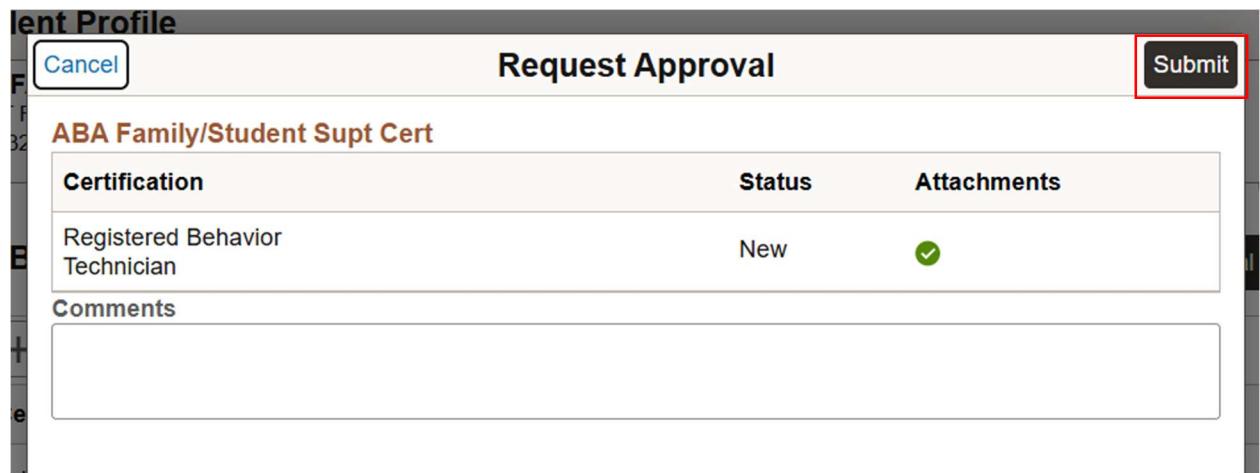
8. The newly added certification will now appear with the status of Pending Approval.

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