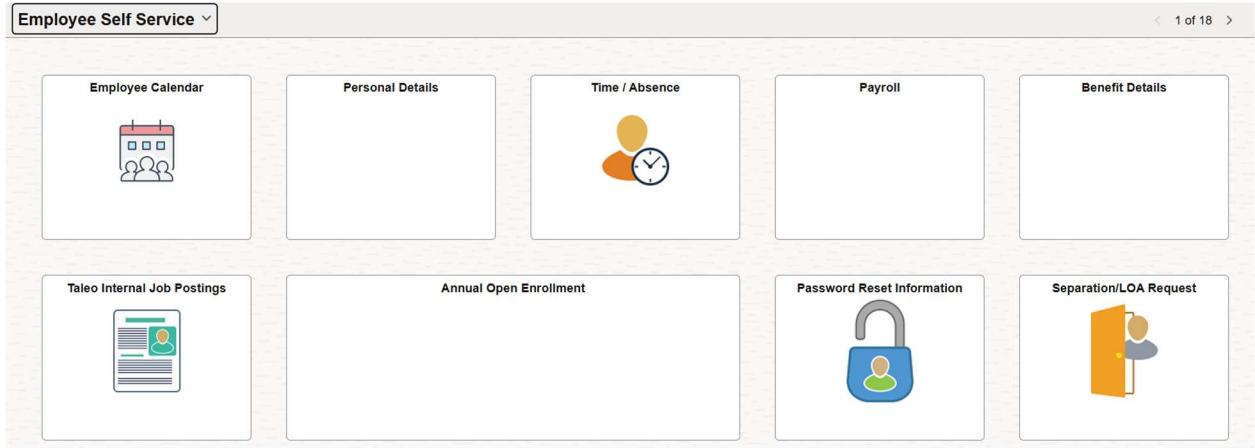


Submitting updated Certifications to HCM

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.



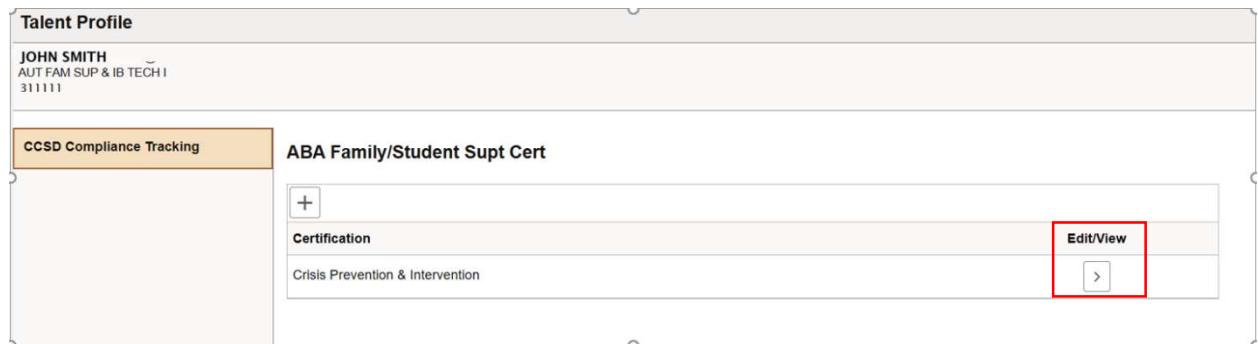
3. Click on the Talent Profile Tile.



4. 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).

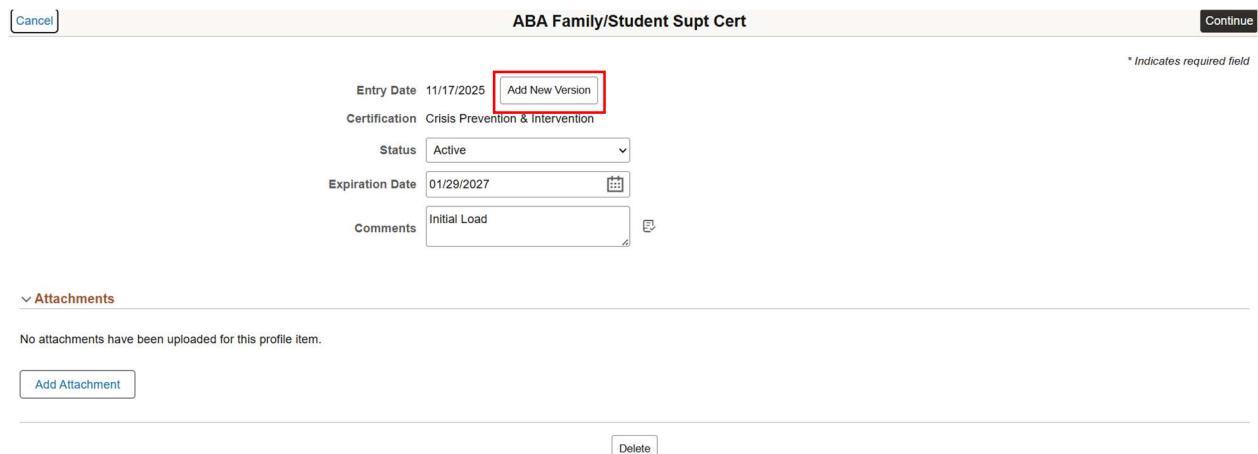
You will be able to add certifications/licenses by clicking on the Add Icon. If you already have certification/license listed, you will be able to view the current information and also insert a new row to update the information, for example to update expiration date.

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**.



The screenshot shows a 'Talent Profile' page for 'JOHN SMITH'. The 'ABA Family/Student Supt Cert' section is expanded. A row for 'Crisis Prevention & Intervention' is visible, with an 'Edit/View' button highlighted by a red box. An arrow icon is located to the right of the 'Edit/View' button.

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**.



The screenshot shows the 'ABA Family/Student Supt Cert' edit page. It includes fields for 'Entry Date' (11/17/2025), 'Certification' (Crisis Prevention & Intervention), 'Status' (Active), 'Expiration Date' (01/29/2027), and 'Comments' (Initial Load). The 'Add New Version' button is highlighted with a red box. The page also includes an 'Attachments' section with an 'Add Attachment' button and a 'Delete' button.

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

Cancel **ABA Family/Student Supt Cert**

Entry Date 11/17/2025 [Add New Version](#)

Certification Crisis Prevention & Intervention

Status Active [▼](#)

Expiration Date 01/29/2027 [▼](#)

Comments

[Cancel](#) **Add New Version** [Continue](#)

▼ **Attachments**

No attachments have been uploaded for this profile item.

[Add Attachment](#)

Entry Date [▼](#)

Add New Version [Cancel](#) [Continue](#)

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

Loc

[Cancel](#) **Add New Version** [Continue](#)

Entry Date 

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.

Cancel ABA Family/Student Supt Cert

Entry Date 12/15/2025
Certification Crisis Prevention & Intervention

Status Active

Expiration Date 12/31/2027 Calendar

Comments

▼ Attachments

No attachments have been uploaded for this profile item.

Add Attachment

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

Cancel ABA Family/Student Supt Cert Continue

File Attachment X

You may attach up to 5 files to upload

Choose From

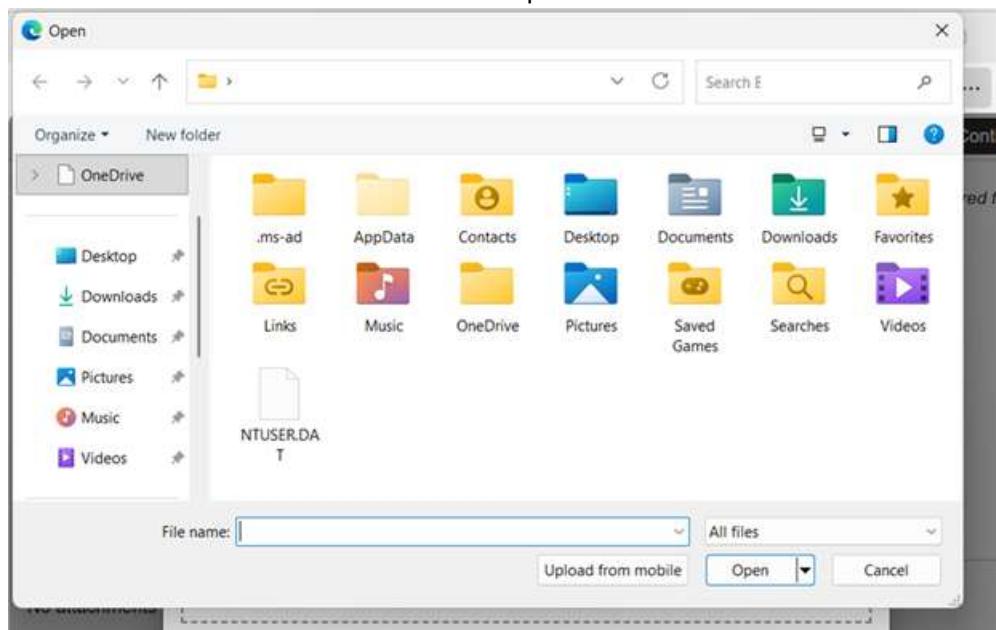
 My Device

▼ Attachments

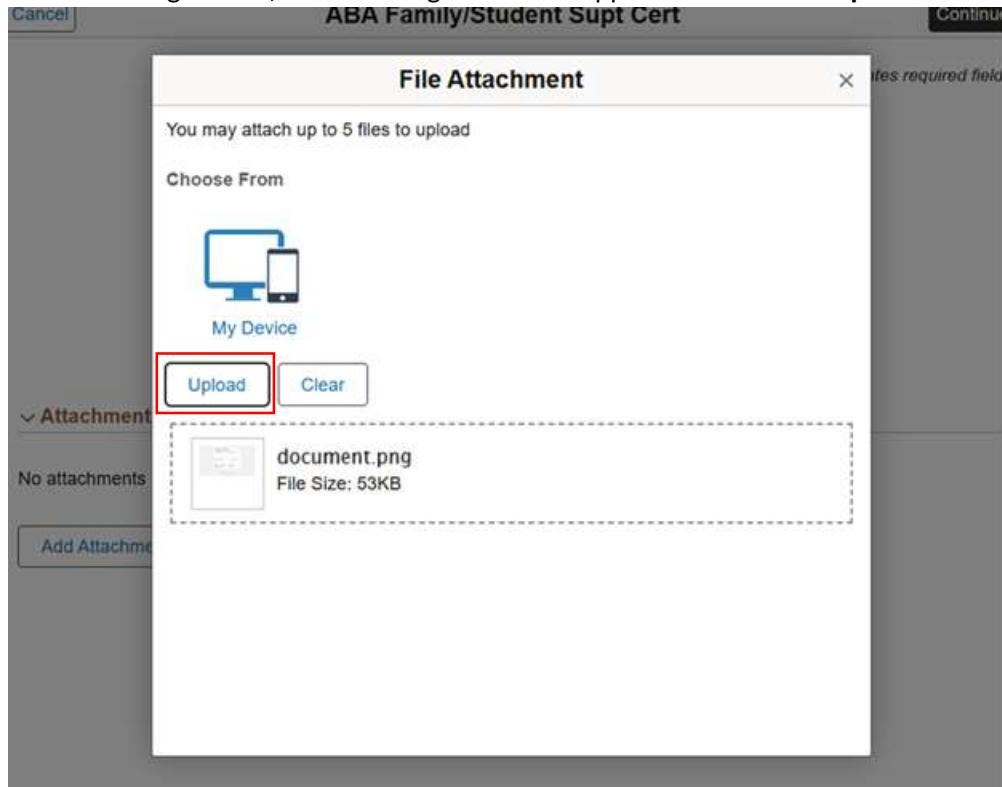
No attachments

Add Attachment

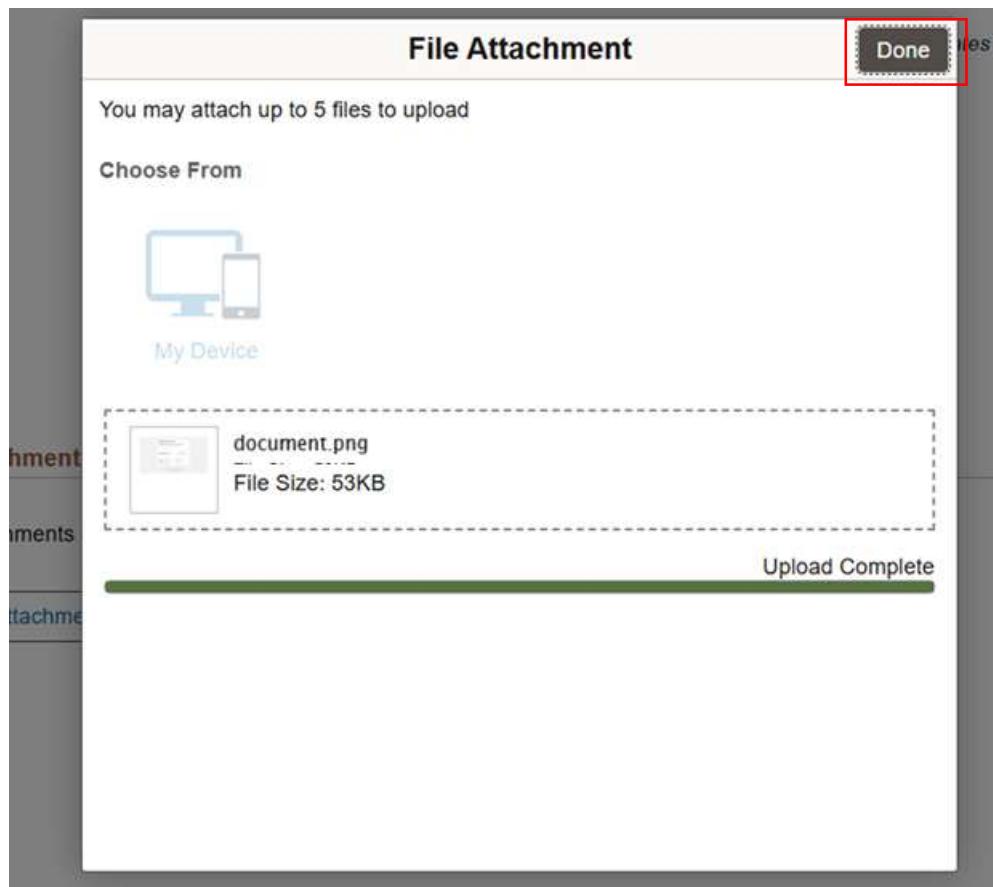
10. Navigate through your folders until you locate the file created when you scanned the documents. Click on the file and click the Open button.



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.

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
4document.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**.

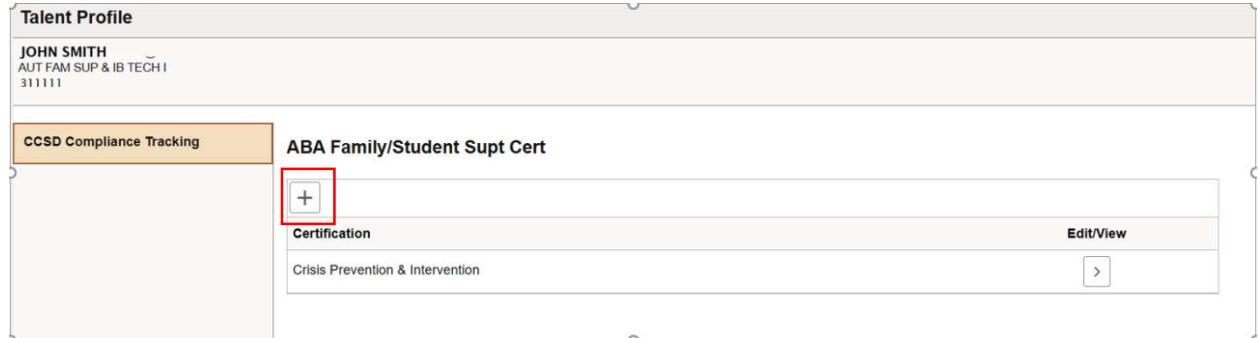
The screenshot shows a 'Request Approval' page for 'ABA Family/Student Supt Cert'. The page has a header with 'Cancel' and 'Submit' buttons. The main content area is titled 'ABA Family/Student Supt Cert' and contains a table with three columns: 'Certification', 'Status', and 'Attachments'. Under 'Certification', there is a 'EDIT' link. Under 'Status', it says 'Update' with a green checkmark icon. Under 'Attachments', there is a small circular icon with a question mark. Below the table is a 'Comments' section with a text input field.

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 a 'Talent Profile' page for 'JOHN SMITH'. The profile information includes 'AUT FAM SUP & IB TECH I' and '311111'. Below the profile is a section titled 'ABA Family/Student Supt Cert' with a table. The table has columns for 'Certification' (with a plus sign icon), 'Status' (showing 'Pending Approval'), 'View History' (with a magnifying glass icon), and 'Edit/View' (with a right arrow icon). The 'Status' column shows a small circular icon with a question mark.

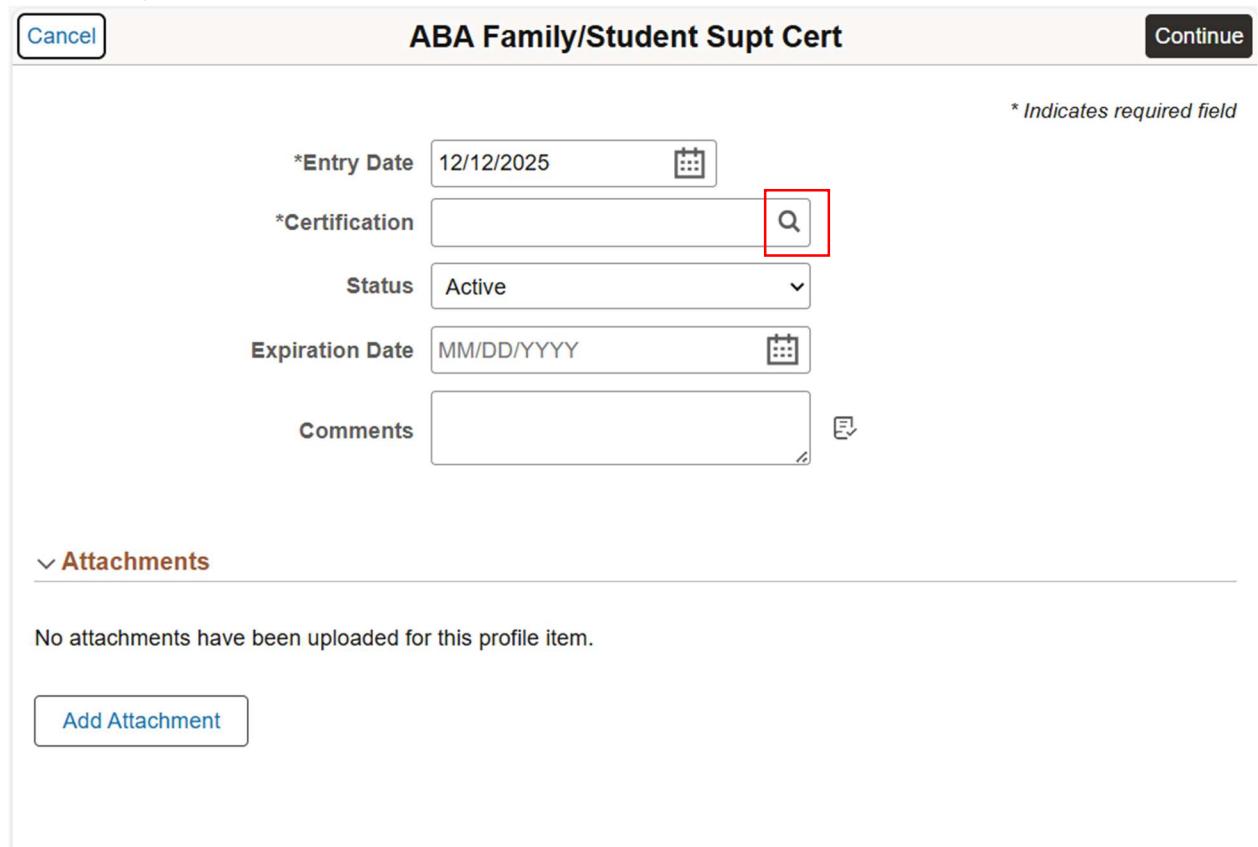
The previous steps outline how to update an existing certificate/license. The next series of steps outline how to create a new certificate/license in the HCM system.

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



The screenshot shows the 'Talent Profile' section of the HCM system. At the top, there is a box for 'JOHN SMITH' with 'AUT FAM SUP & IB TECH I' and '311111'. Below this is the 'CCSD Compliance Tracking' section, which contains the 'ABA Family/Student Supt Cert' section. The 'ABA Family/Student Supt Cert' section has a table with a single row. The first column is 'Certification' with a plus sign icon, and the second column is 'Crisis Prevention & Intervention'. The 'Certification' column has a red box around the plus sign icon.

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.



The screenshot shows the 'ABA Family/Student Supt Cert' creation page. At the top, there are 'Cancel' and 'Continue' buttons. The main form has fields for 'Entry Date' (12/12/2025), 'Certification' (highlighted with a red box), 'Status' (Active), 'Expiration Date' (MM/DD/YYYY), and 'Comments'. A note at the top right says '* Indicates required field'. Below the form is a section titled 'Attachments' with a note: 'No attachments have been uploaded for this profile item.' and a 'Add Attachment' button.

ABA Family/Student Supt Cert

* Indicates required field

*Entry Date 12/12/2025

*Certification

Status Active

Expiration Date MM/DD/YYYY

Comments

Attachments

Add Attachment

3. 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**

Content Item ↑ Description ↑

BCBA Board Certified Behavior Analyst

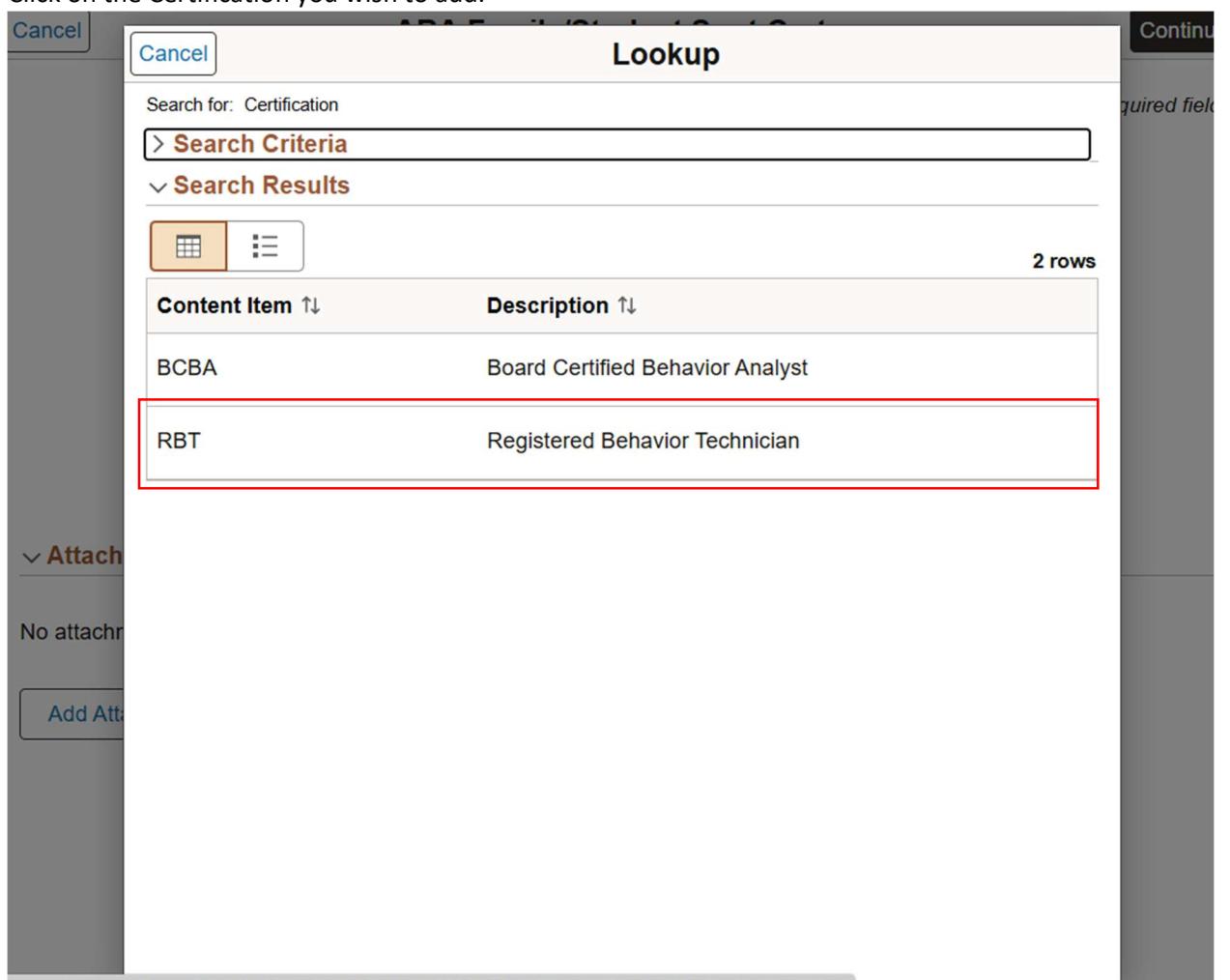
RBT Registered Behavior Technician

2 rows

✓ **Attachments**

No attachments

Add Attachment



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.

ABA Family/Student Supt Cert

Continue

* Indicates required field

*Entry Date	12/12/2025 <input type="button" value="Calendar"/>
*Certification	Registered Behavior Technician <input type="button" value="Search"/>
Status	Active <input type="button" value=""/>
Expiration Date	12/31/2027 <input type="button" value="Calendar"/>
Comments	<input style="width: 150px; height: 40px; border: 1px solid #ccc; border-radius: 5px; padding: 5px; margin-top: 5px;" type="text"/> <input type="button" value=""/>

▼ Attachments

File Name	Description	Attached On	Action
document.png		12/12/2025 4:02:54AM	<input type="button" value="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	<input type="button" value="View History"/>	<input type="button" value="Edit/View"/>
Registered Behavior Technician	New	<input type="button" value="View History"/>	<input type="button" value="Edit/View"/>

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

lent Profile

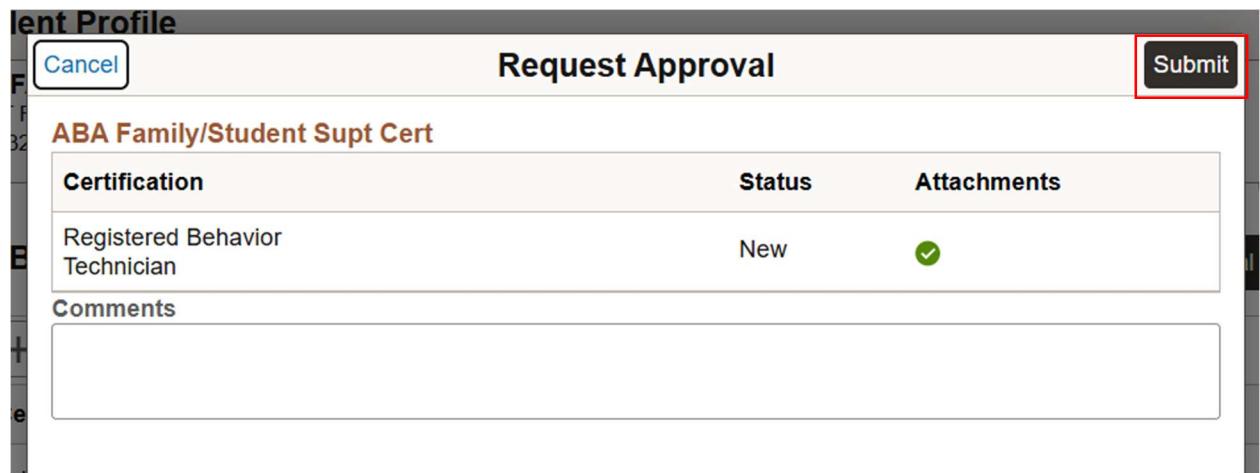
Request Approval

ABA Family/Student Supt Cert

Certification	Status	Attachments
Registered Behavior Technician	New	<input checked="" type="checkbox"/>

Comments

Cancel **Submit**



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		

||

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