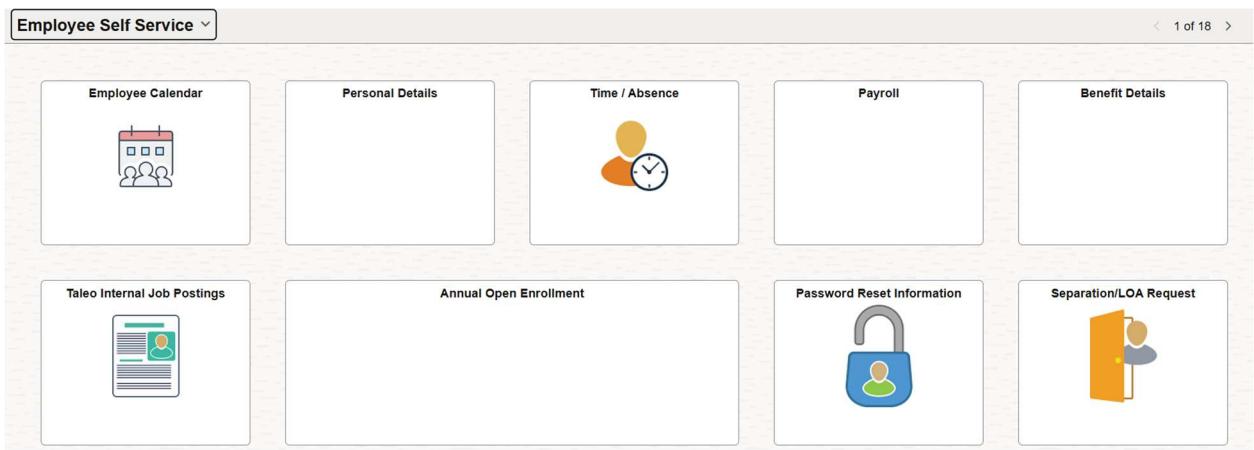


Submitting updated Certifications to HCM

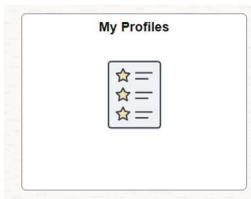
December 12, 2025

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.

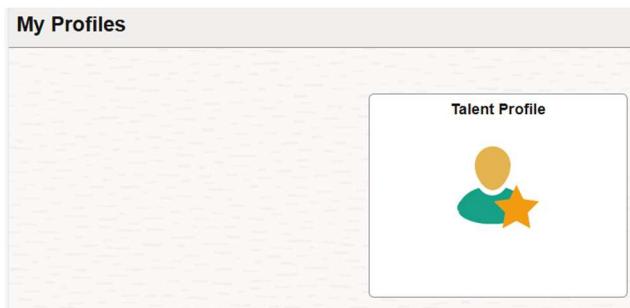
1. Login to the HCM system. After login, the Employee Self-Serve Menu will be displayed. (Your menu may look different than the one displayed below based on individual security.)



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**.

Talent Profile ⋮

JANE EMPLOYEE (i)
SPCH & LANG IMPAI
10059240

CCSD Compliance Tracking Speech / Audiology Cert ?

+		Edit/View
	Certificate/License Nevada Certification Board	>

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**.

Cancel Speech / Audiology Cert Continue

* Indicates required field

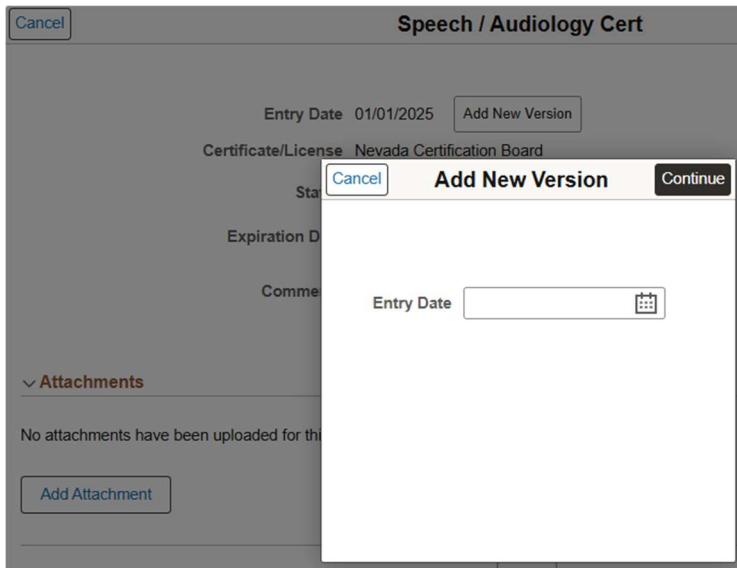
Entry Date	01/01/2025	Add New Version
<small>Certificate/License</small> Nevada Certification Board		
Status	<input style="width: 100%; height: 25px; border: 1px solid #C8A234; border-radius: 5px; padding: 5px; margin-bottom: 5px;" type="button" value="Active"/>	
Expiration Date	<input style="width: 100%; height: 25px; border: 1px solid #C8A234; border-radius: 5px; padding: 5px; margin-bottom: 5px;" type="text" value="12/31/2025"/>	(i)
Comments	<input style="width: 100%; height: 25px; border: 1px solid #C8A234; border-radius: 5px; padding: 5px; margin-bottom: 5px;" type="text" value="Initial Load"/>	

▼ **Attachments**

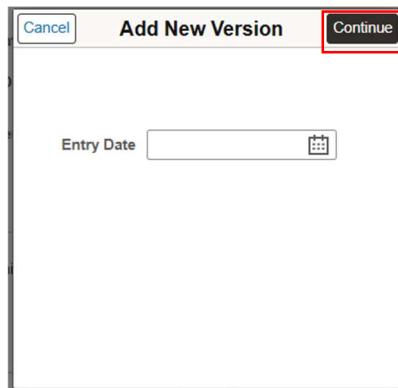
No attachments have been uploaded for this profile item.

Add Attachment

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.

Speech / Audiology Cert

Entry Date 12/31/2027
Certificate/License Nevada Certification Board

Status Active

Expiration Date 

Comments Initial Load

Attachments

No attachments have been uploaded for this profile item.

Add Attachment

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

Speech / Audiology Cert

File Attachment

You may attach up to 5 files to upload

Choose From

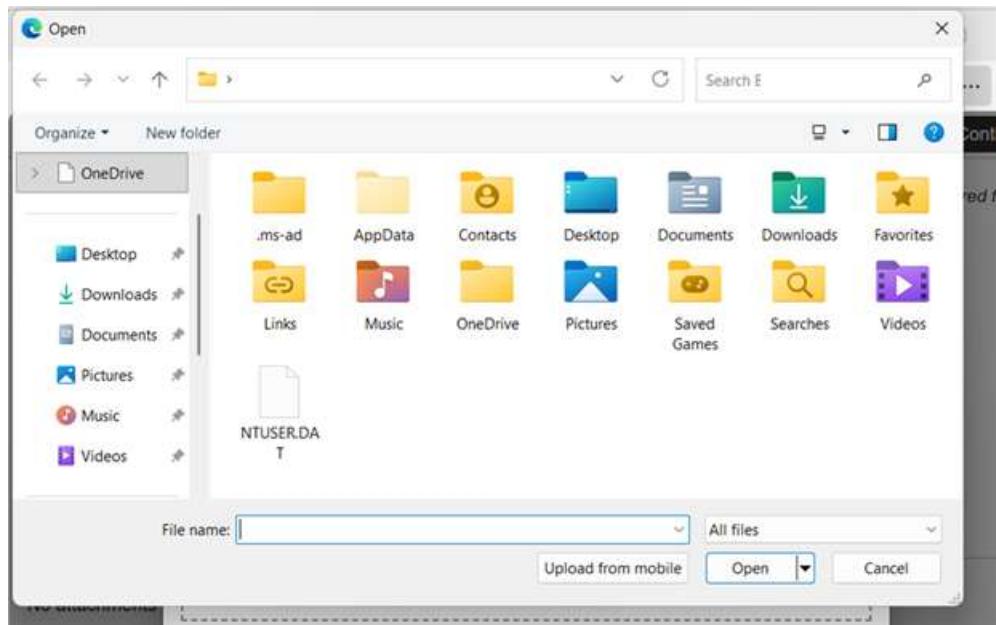
 My Device

Attachments

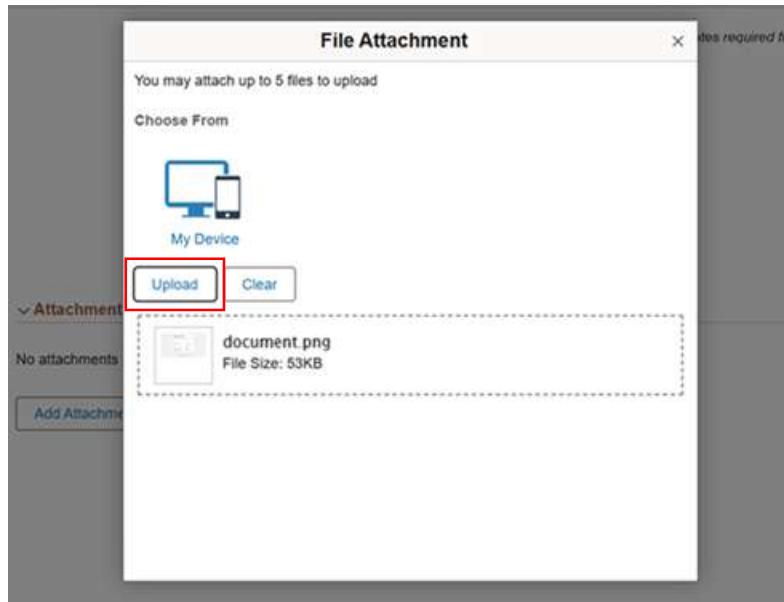
No attachments have been uploaded for this profile item.

Add Attachment

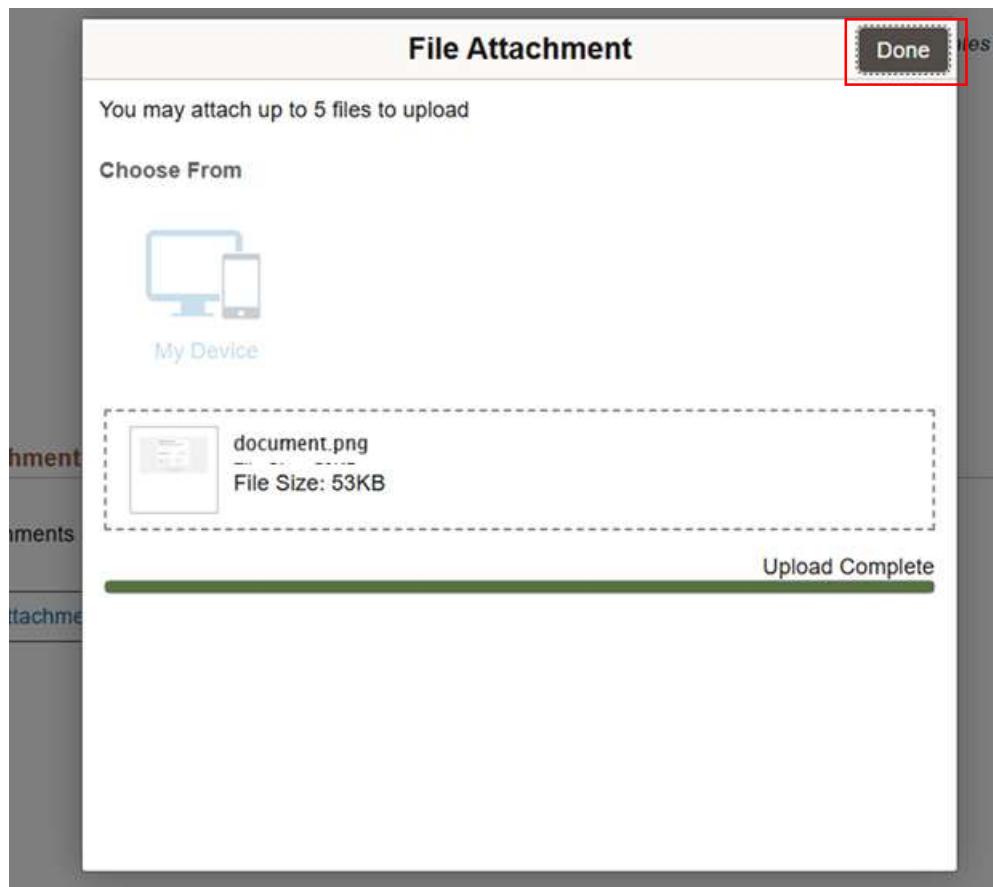
10. Navigate through your folders until you locate the file created when you scanned the documents. Click on the file and click the Open button. (Your file folder will look different.)



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.

[Cancel](#) **Speech / Audiology Cert** [Continue](#)

** Indicates required field*

Entry Date 12/31/2027
Certificate/License Nevada Certification Board

Status	Active
Expiration Date	12/31/2025 
Comments	Initial Load 

Attachments

	File Name	Description	Attached On	Action
	document.png		12/19/2025 8:03:24AM	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 

JANE EMPLOYEE 
SPCH & LANG IMPAI
10059240 

CCSD Compliance Tracking

Speech / Audiology Cert [Submit for Approval](#)

Certificate/License	Status	View History	Edit/View
Nevada Certification Board	Update  		

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

Talent Profile

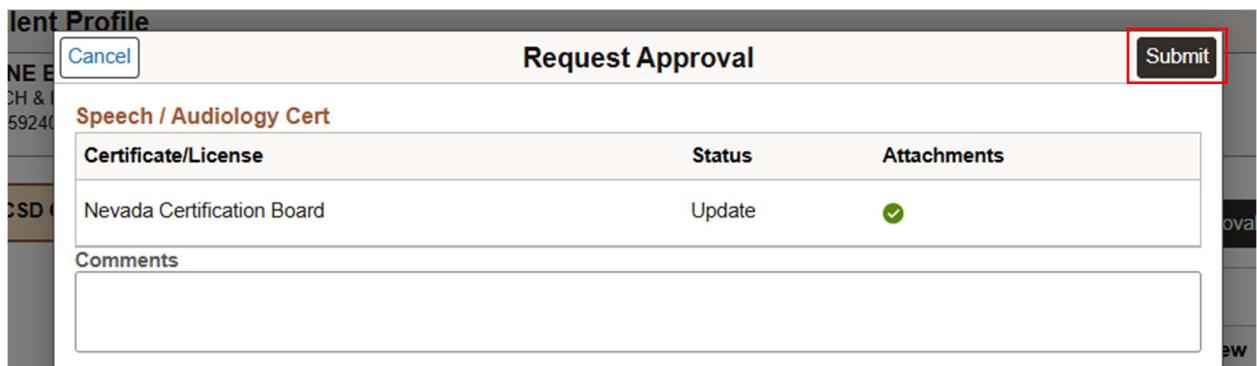
Request Approval

Speech / Audiology Cert

Certificate/License	Status	Attachments
Nevada Certification Board	Update	<input checked="" type="checkbox"/>

Comments

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.

Talent Profile

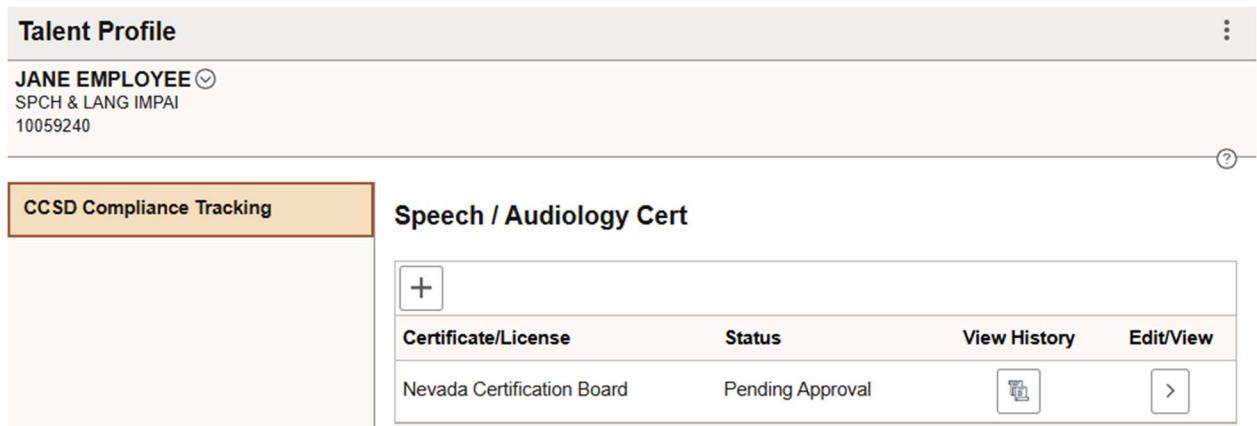
JANE EMPLOYEE 

SPCH & LANG IMPAI
10059240

CCSD Compliance Tracking

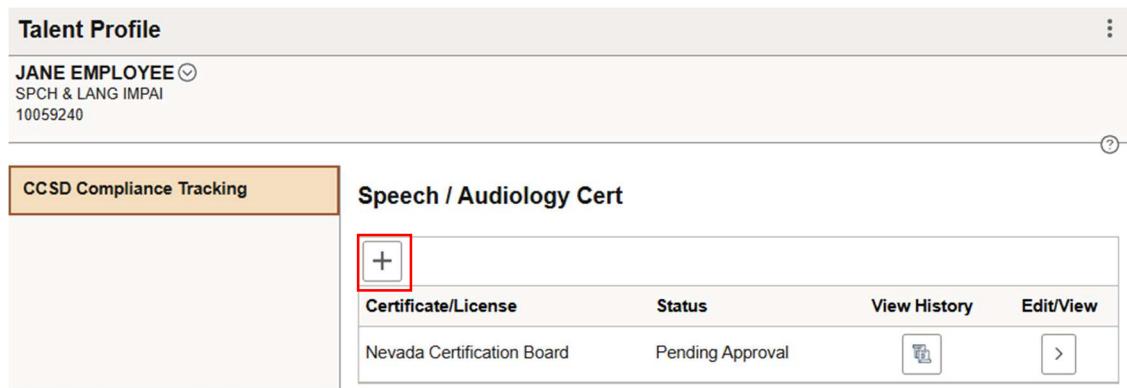
Speech / Audiology Cert

Certificate/License	Status	View History	Edit/View
Nevada Certification Board	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.

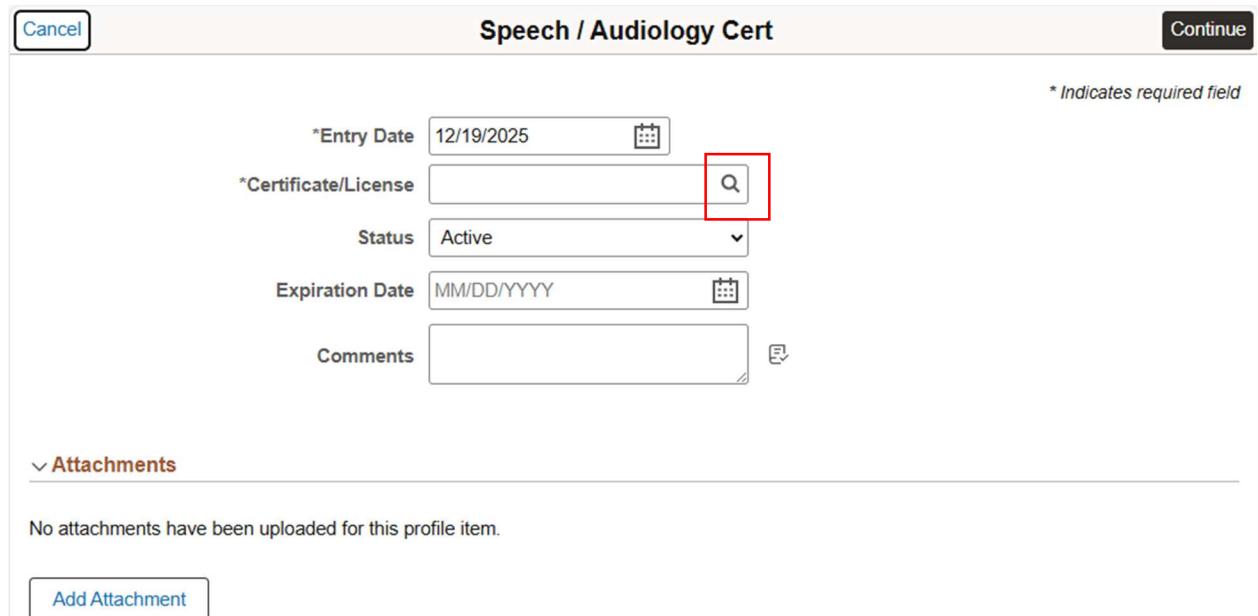
1. After clicking on the Talent Profile tile, Click the Add Icon (Plus Sign).



The screenshot shows the 'Talent Profile' page for 'JANE EMPLOYEE'. The 'Speech / Audiology Cert' section is displayed, featuring a table with one row. The table has columns for 'Certificate/License' (containing 'Nevada Certification Board'), 'Status' (containing 'Pending Approval'), 'View History' (with a magnifying glass icon), and 'Edit/View' (with a pencil icon). A red box highlights the 'Add' icon (+) in the top left of the table.

Certificate/License	Status	View History	Edit/View
Nevada Certification Board	Pending Approval		

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 'Speech / Audiology Cert' creation form. It includes fields for 'Entry Date' (12/19/2025), 'Certificate/License' (with a search icon highlighted by a red box), 'Status' (Active), 'Expiration Date' (MM/DD/YYYY), and 'Comments'. A note at the top right indicates that the asterisk (*) indicates required fields. The 'Attachments' section shows no attachments have been uploaded. An 'Add Attachment' button is available.

Cancel Continue

* Indicates required field

*Entry Date	12/19/2025 
*Certificate/License	<input type="text"/> 
Status	Active 
Expiration Date	MM/DD/YYYY 
Comments	<input type="text"/> 

Attachments

No attachments have been uploaded for this profile item.

[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](#) **Lookup**

Search for: Certificate/License

Search Criteria

Search Results

Content Item ↑	Description ↑
ASHA	American Speech-Language-Hearing Association

1 row

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](#) **Speech / Audiology Cert** [Continue](#)

* Indicates required field

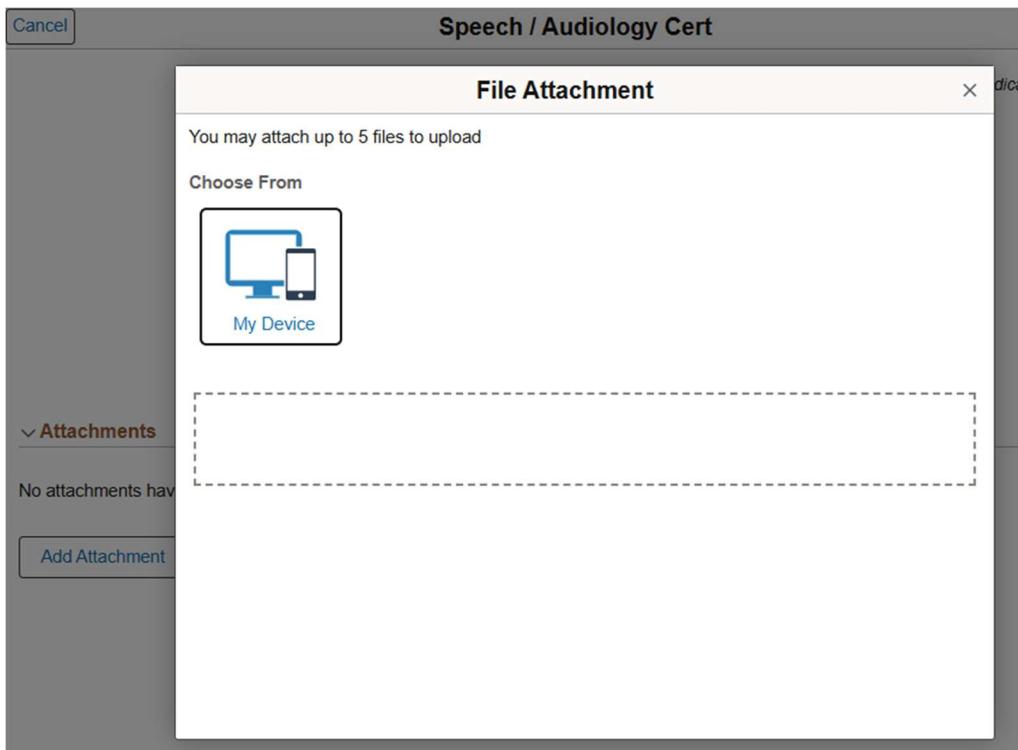
*Entry Date	12/19/2025	<input type="button" value="Calendar"/>
*Certificate/License	American Speech-Language-Hearing Association	
Status	Active	<input type="button" value=""/>
Expiration Date	MM/DD/YYYY	<input type="button" value="Calendar"/>
Comments	<input type="text"/>	

Attachments

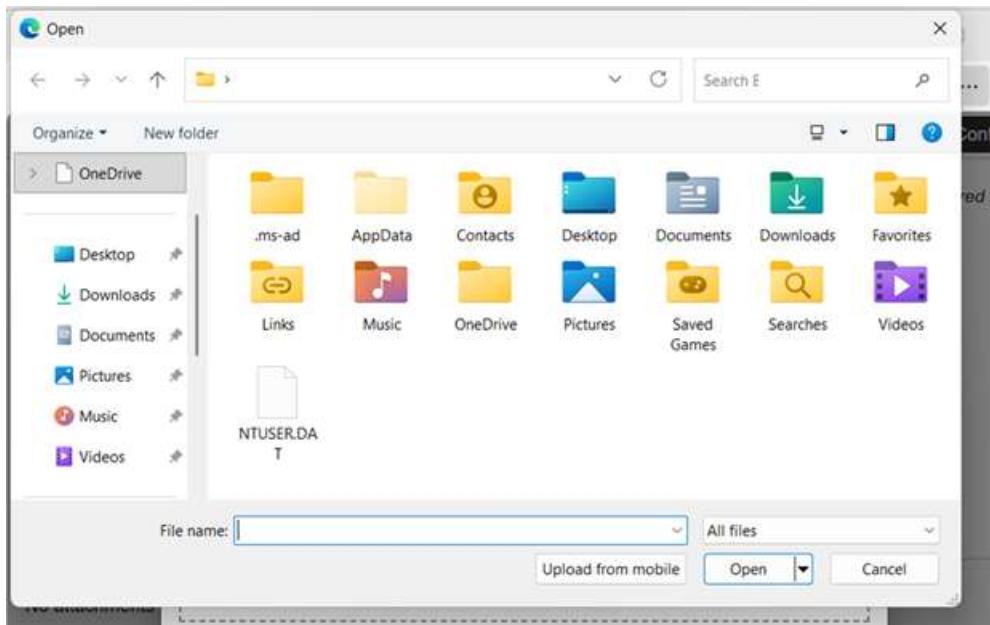
No attachments have been uploaded for this profile item.

[Add Attachment](#)

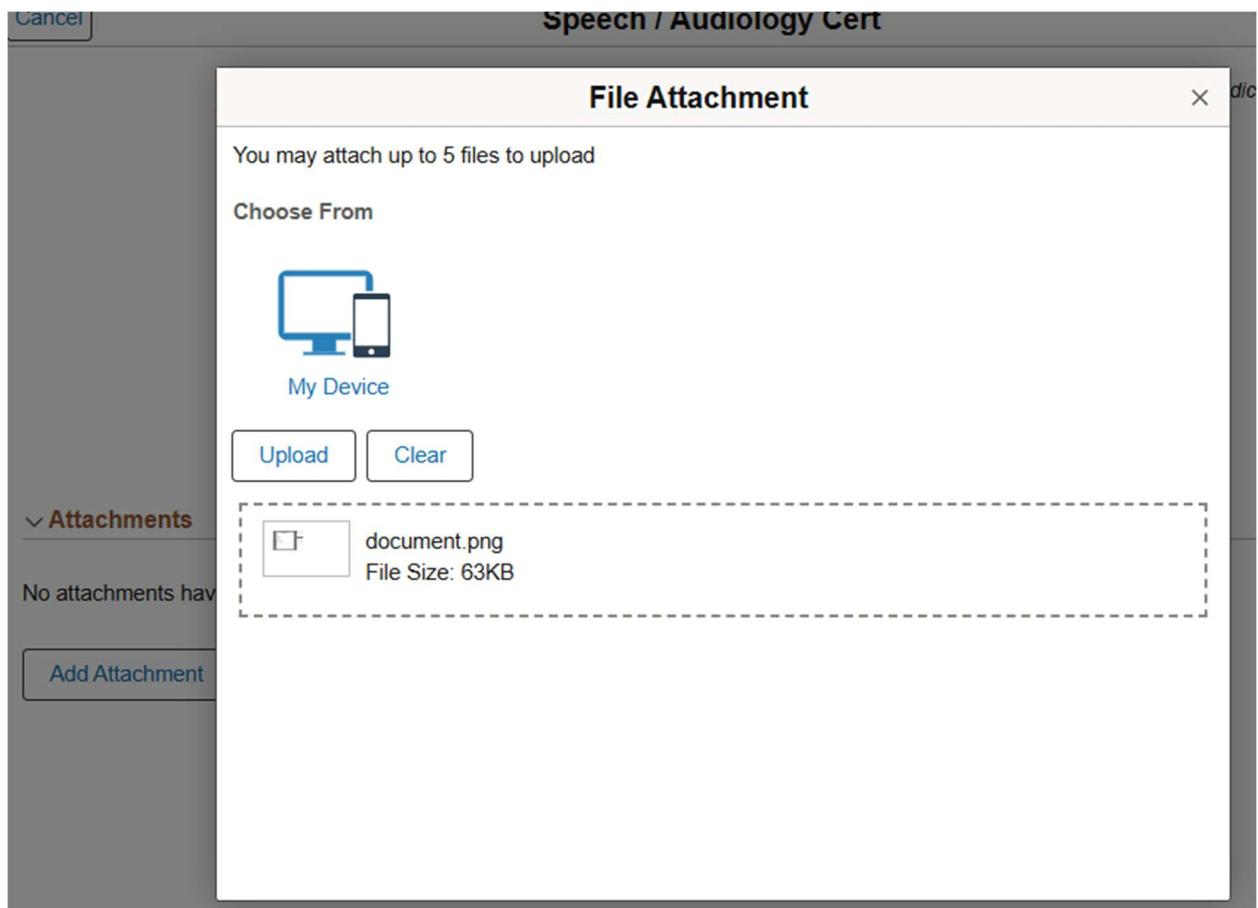
5. Click on the **My Device** icon.



6. Navigate through your folders until you locate the file created when you scanned the documents. Click on the file and click the Open button. (Your file folder will look different.)



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



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

Speech / Audiology Cert

File Attachment

Cancel Done

You may attach up to 5 files to upload

Choose From

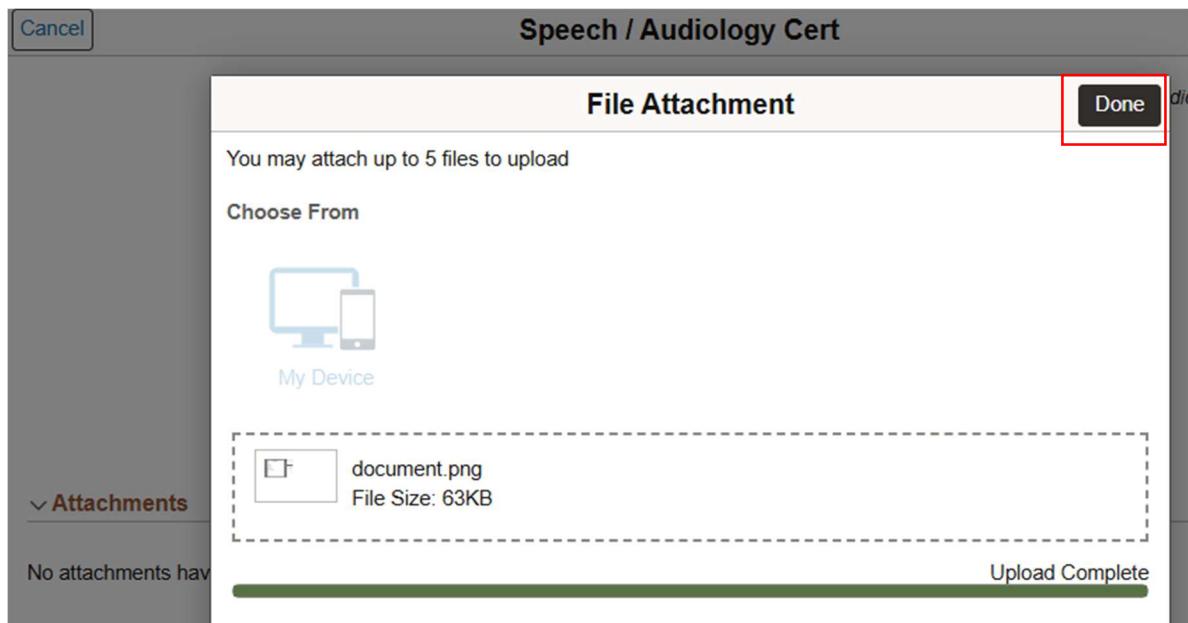
My Device

document.png File Size: 63KB

Upload Complete

Attachments

No attachments have been uploaded.



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

Speech / Audiology Cert

Cancel Continue

* Indicates required field

*Entry Date 12/19/2025

*Certificate/License American Speech-Language-Hea

Status Active

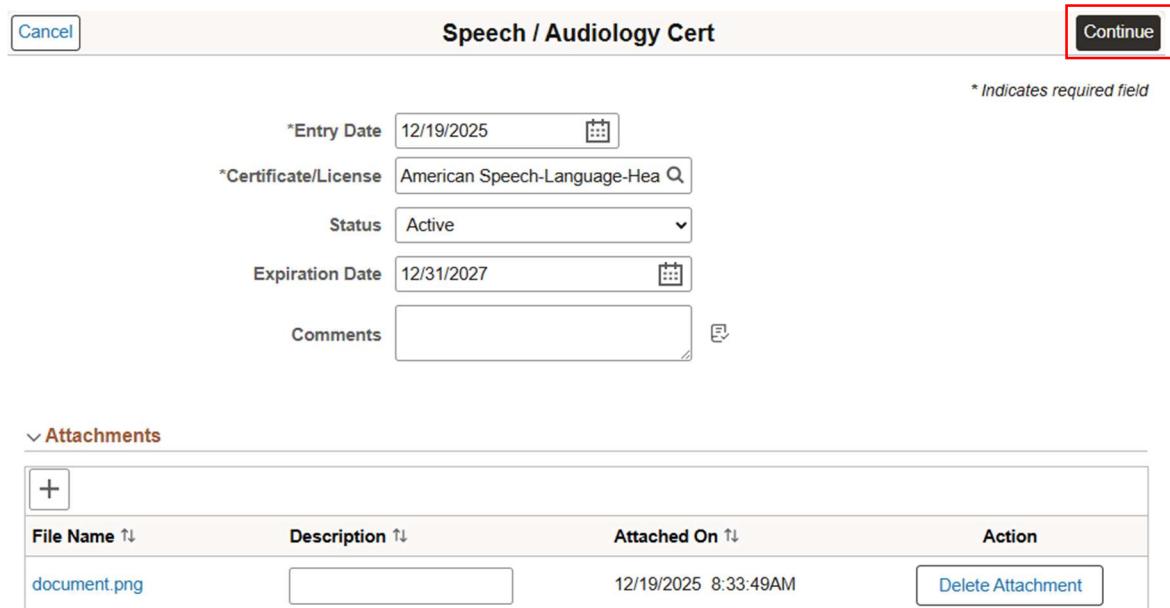
Expiration Date 12/31/2027

Comments

Attachments

+

File Name ↑↓	Description ↑↓	Attached On ↑↓	Action
document.png		12/19/2025 8:33:49AM	Delete Attachment



10. 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

JANE EMPLOYEE (▼)
SPCH & LANG IMPAI
10059240

CCSD Compliance Tracking

Speech / Audiology Cert

Submit for Approval

Certificate/License	Status	View History	Edit/View
American Speech-Language-Hearing Association	New	>	
Nevada Certification Board	Pending Approval		>

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

Talent Profile

JANE E
SPCH & I
10059240

CCSD

Cancel

Request Approval

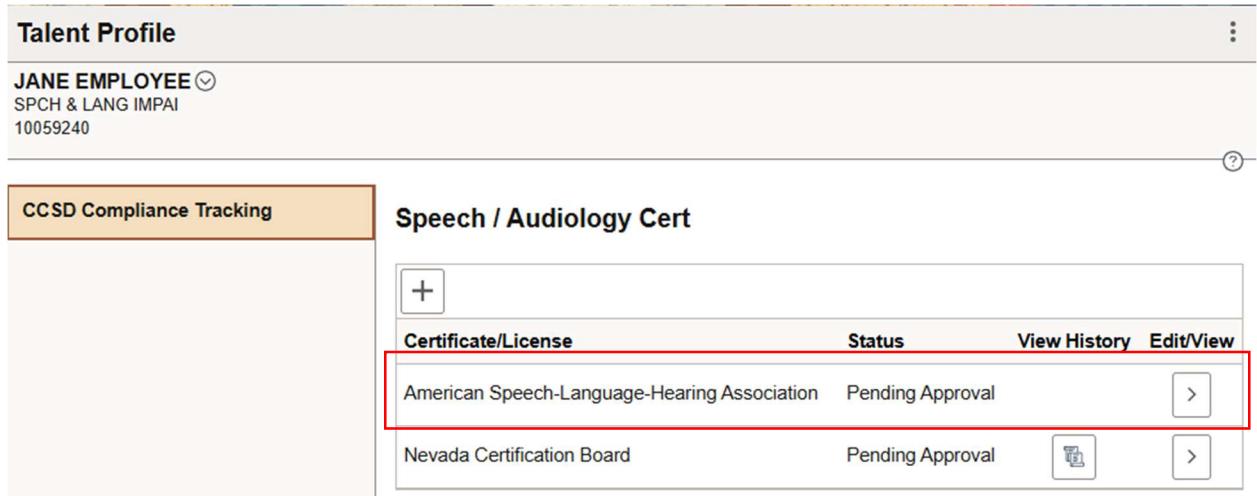
Submit

Speech / Audiology Cert

Certificate/License	Status	Attachments
American Speech-Language-Hearing Association	New	

Comments

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



Talent Profile

JANE EMPLOYEE 
SPCH & LANG IMPAI
10059240

CCSD Compliance Tracking

Speech / Audiology Cert

Certificate/License	Status	View History	Edit/View
American Speech-Language-Hearing Association	Pending Approval		
Nevada Certification Board	Pending Approval		

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