Submitting updated Certifications to HCM

February 15, 2026

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

1. Log in 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.)
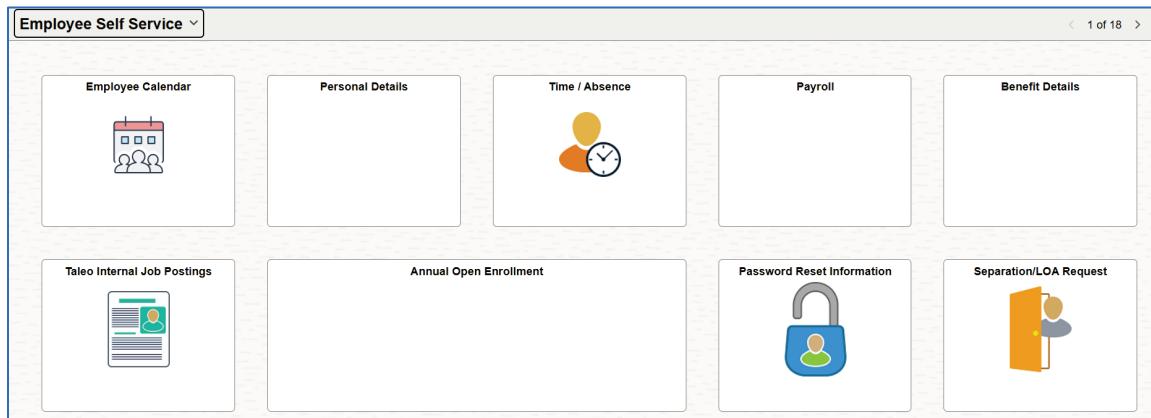
2. Click on the **My Profiles** Tile. You may need to scroll down to see this Tile.

3. Click on the Talent Profile Tile.
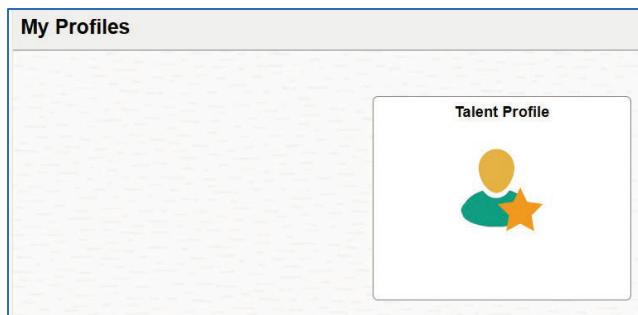
4. The following page below will be displayed. On the right-hand side, there will be a list of the certifications/licenses you currently have. If you do not currently have any certifications/licenses, you will only see the Add Icon (plus sign).

You can add certifications/licenses by clicking the Add Icon. If you already have a 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 the expiration date.

We will first discuss how to update the information by inserting a new row for an existing license. 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 one has been obtained, click the Add New Version button**.**
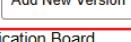
6. A pop-up box will display asking for the entry date, enter the date, which will be **today's date**, the day you are entering the information.
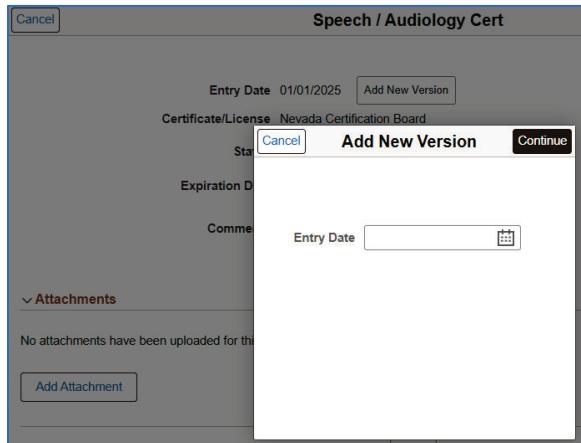

7. After entering the Entry Date, click the Continue Button.

8. The following page will appear. The entry date you entered on the prior pop-up screen will be displayed. The information from your prior certification/license will be displayed.
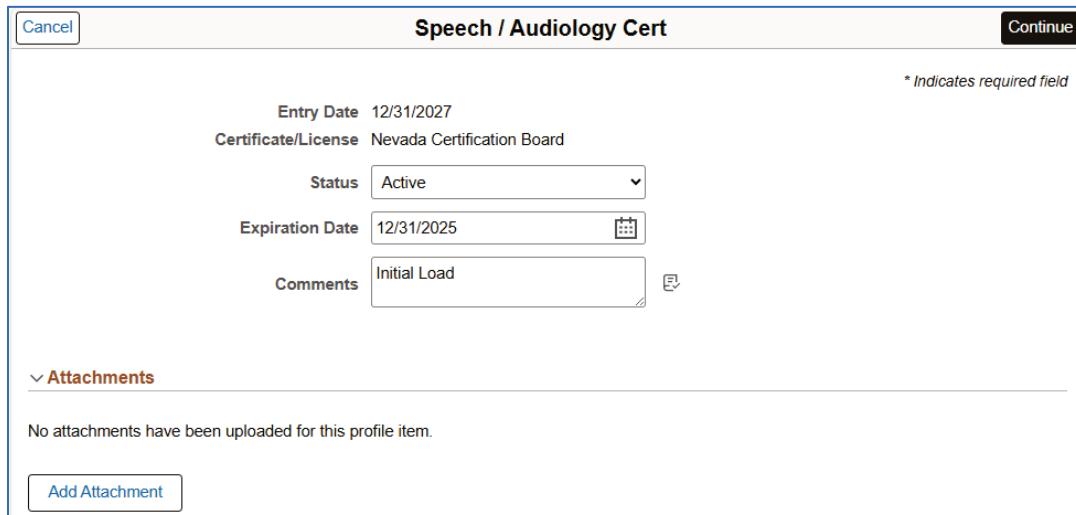
9. **_***Important Step: Override the Expiration Date with the new Expiration Date***_**
    Enter why you are submitting a new request in the Comments field. (i.e., Submit new license for 2026.)

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

NOTE: Before proceeding to this step, you will need to scan the license or certificate and store them on your computer.
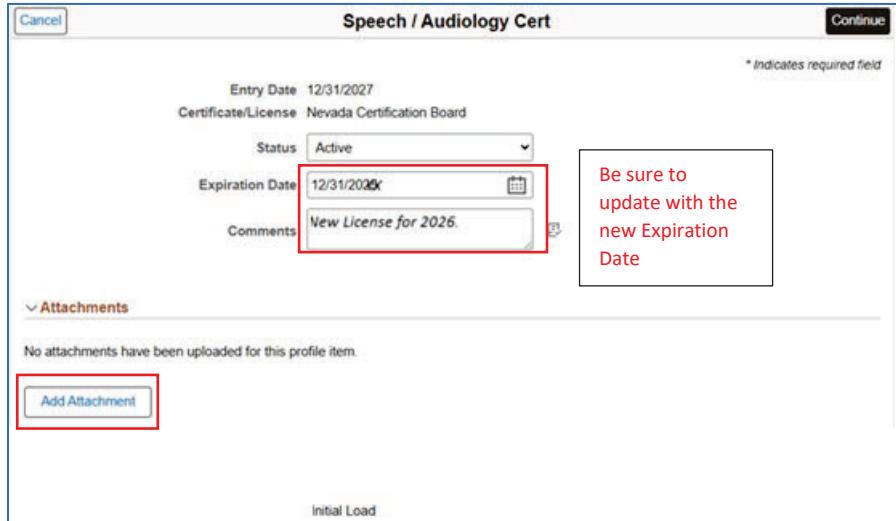
10. Click on the **My Device** icon.

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

12. After selecting the file, the following screen will appear. Click on the **Upload** button.
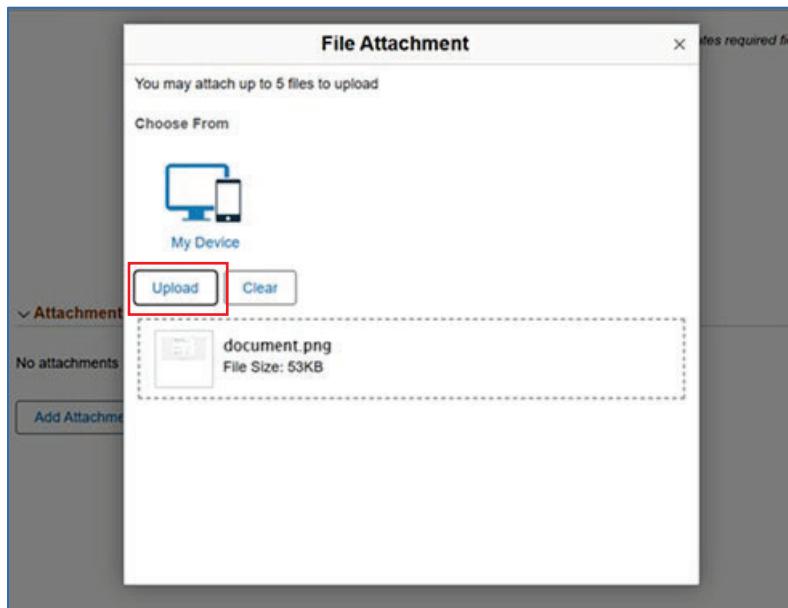
13. After clicking the upload button, the screen will confirm that the file was uploaded. Then click the **Done** button.
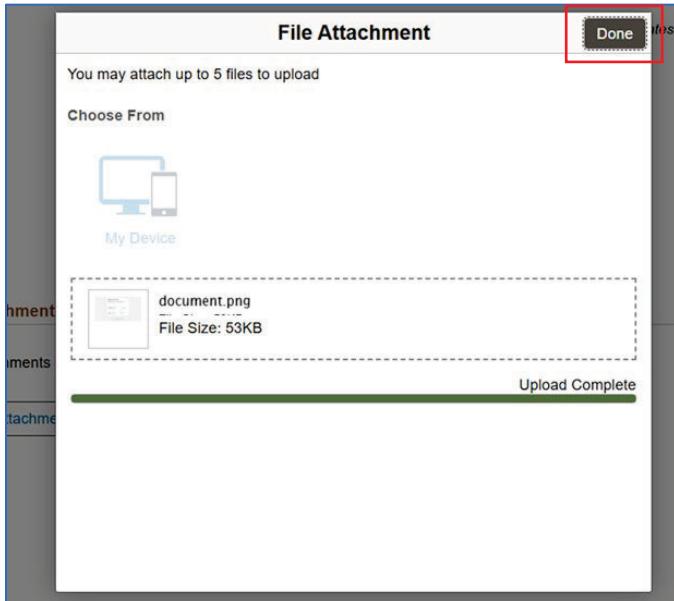
14. After clicking the Done button, the following page will be displayed, showing the new attachment. Enter a description of the attached document in the Description field. (i.e., 2026 License.) Click the **Continue** button.

NOTE: If an attachment from the prior year appears, you can click on the Delete Attachment button next to last year's license so that only the current attachment is brought forward with this submission.

15. After clicking the Continue button, the following page will appear. After the data is submitted, it will undergo a review before your record is updated. Click on the **Submit for Approval** button.
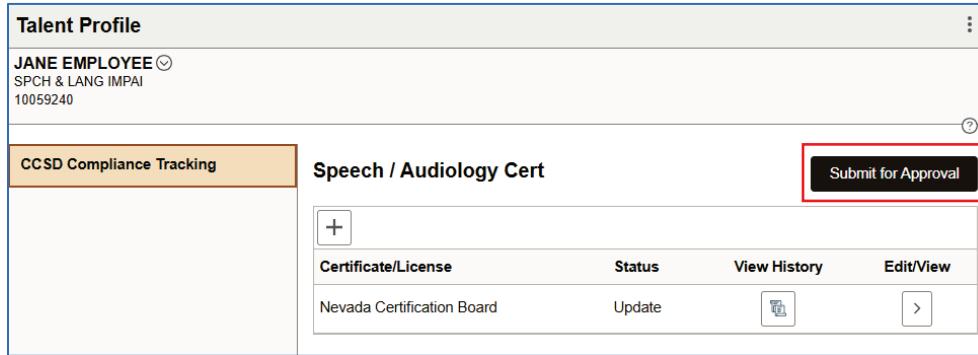
Talent Profile   ⋮

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CCSD Compliance Tracking	**Speech / Audiology Cert**			Submit for Approval
	+			
	Certificate/License	**Status**	**View History**	**Edit/View**
	Nevada Certification Board	Update	📄	>

16. You will be brought to the formal Request Approval page. Click **Submit**.
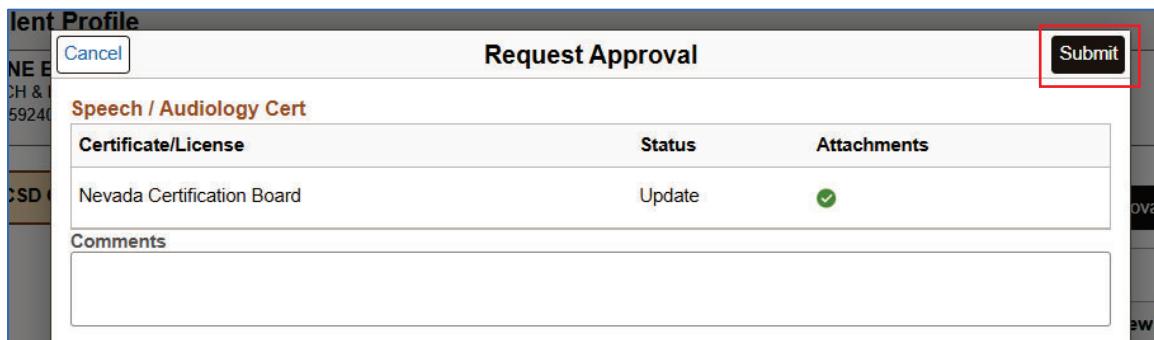
lent Profile

Cancel	**Request Approval**			Submit

Speech / Audiology Cert

Certificate/License	**Status**	**Attachments**
Nevada Certification Board	Update	✅

Comments

17. 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.
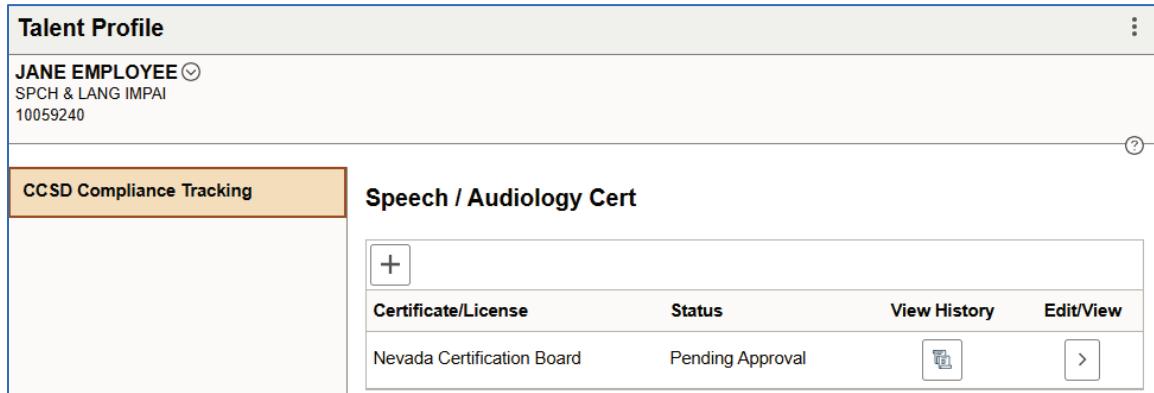
Talent Profile   ⋮

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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 outlines 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).
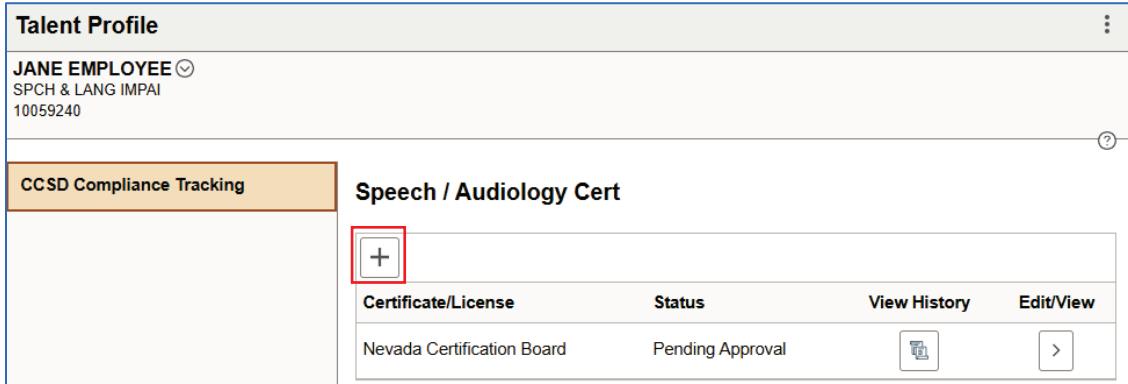
2. After clicking the Add icon, the following page will appear. The Entry Date will be today's date. Click on the Search Icon at the end of the Certification field to obtain a listing of available Certificates/Licenses.
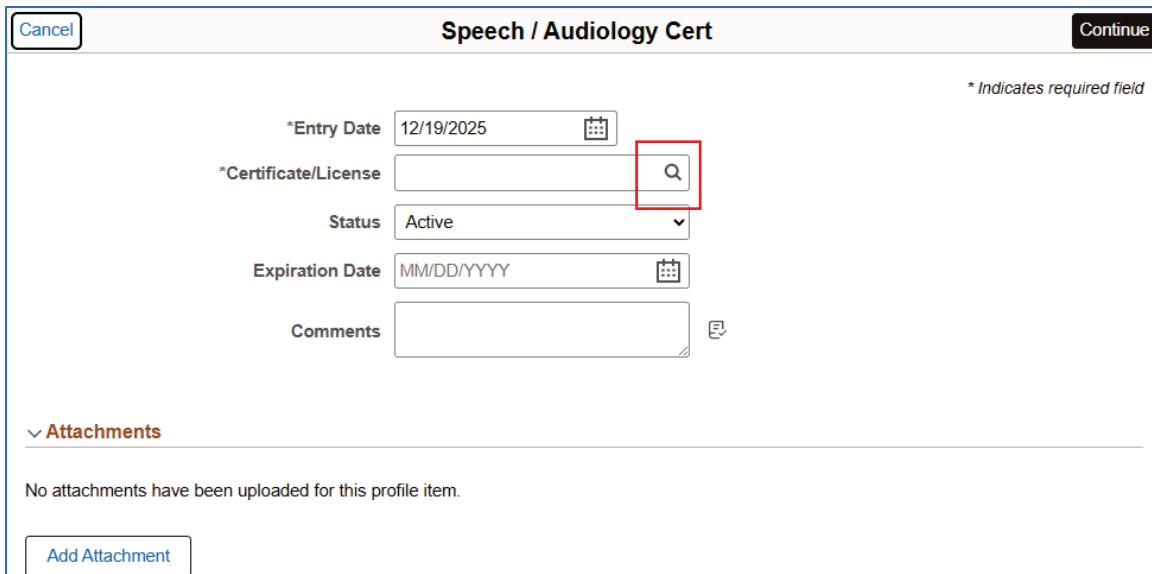
3. The list of certifications will appear, less any certifications already attached to your record. Click on the Certification you wish to add.
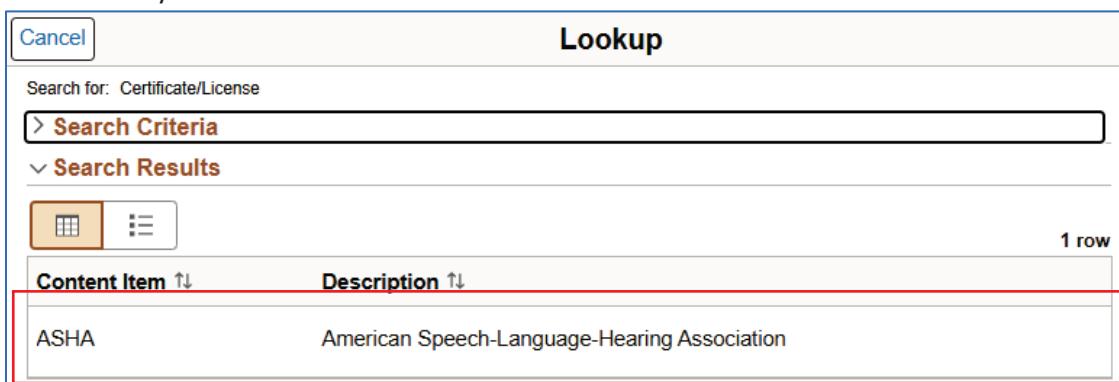
4. The Certification will be added to the page. Enter the Expiration Date of the Certificate. Enter the reason for the submission in the Comments field. Then click the Add Attachments button to attach an electronic version of the Certificate.

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

6. Navigate through your folders until you locate the file created when you scanned the documents. Click the file, then click the Open button. (Your file folder will look different.)
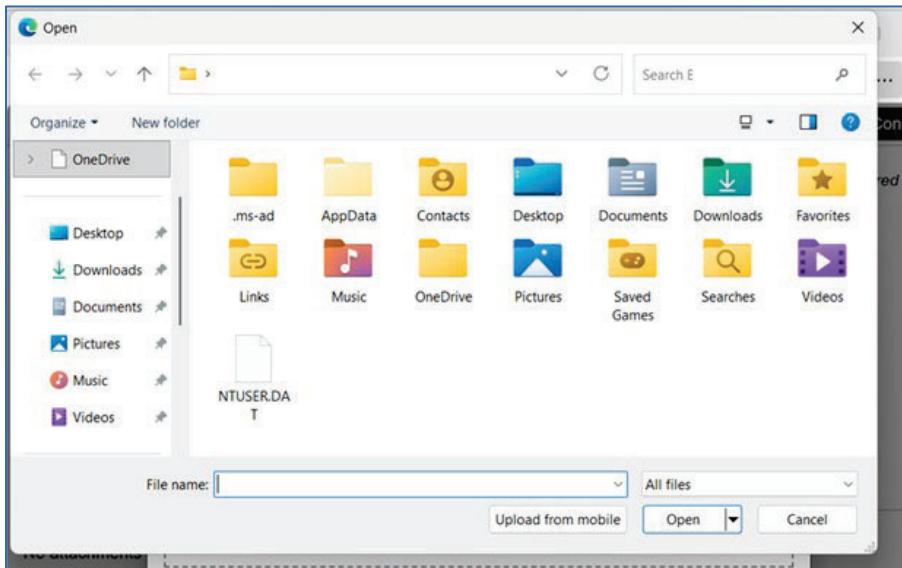
7. After selecting the file, the following screen will appear. Click on the **Upload** button.
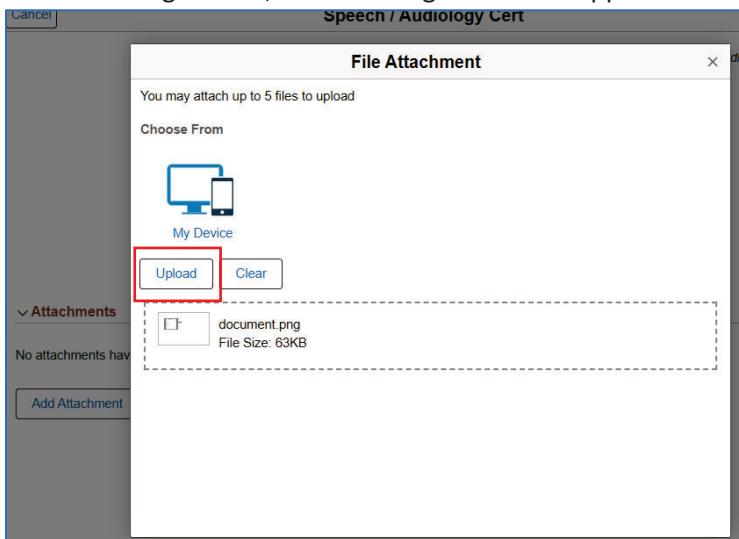
8. After clicking the upload button, the screen will confirm that the file was uploaded. Then click the **Done** button.
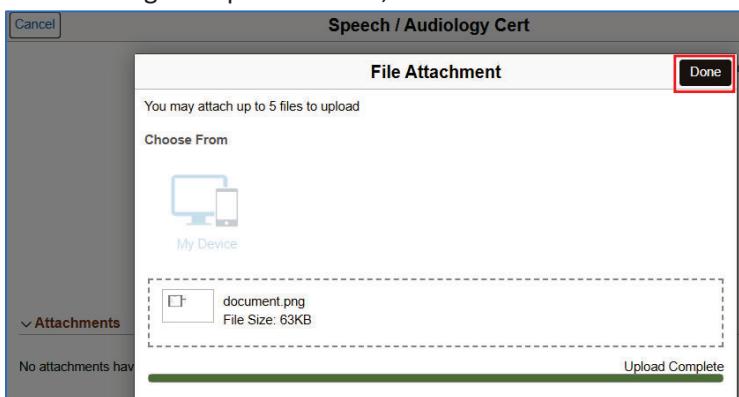
9. After clicking the Done button, the following page will be displayed, showing the new attachment. Click on the **Continue** button.

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.

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

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

13. Once the submission is approved, the Pending Approval status will disappear from the page.

Denied example email

Upon review, a manager may not approve a submission. Common reasons for not being approved include not entering or updating the expiration date and/or not uploading an image of the license or certificate with the submission. When this occurs, the manager will mark the request as Denied, and you will receive an email stating that the request was denied, including the reason. Below is an example of the email that will be sent.

no_reply@nv.ccsd.net   Mon, Feb 9, 6:53 AM (3 days ago)
to me

The following profile has been denied.

Originator: SAM EMPLOYEE
Employee ID: 11223344
Name: SAM EMPLOYEE
Profile Type: Person
Profile Status: Active
Comments:

Reason for Denial: Please resubmit with the new expiration date entered.

Use the link below to review the profile. Denied profile items are not displayed on the profile. You can access denied items via the Denied Items link.

https://prod.hcm.ccsd.net/psp/ps/EMPLOYEE/HRMS/c/JPM_EMPLOYEE.JPM_PROFIL E_XFR_FL.GBL?Action=U

[Email ID: JPMDenyPersonProfile]

When this occurs, the prior request cannot be modified or resubmitted; a new request must be created and submitted. Please review the Reason for Denial carefully and make necessary adjustments when resubmitting.

If you have any questions please call Speech-Language Therapy Services at 702-799-7437 or email your Director I directly.