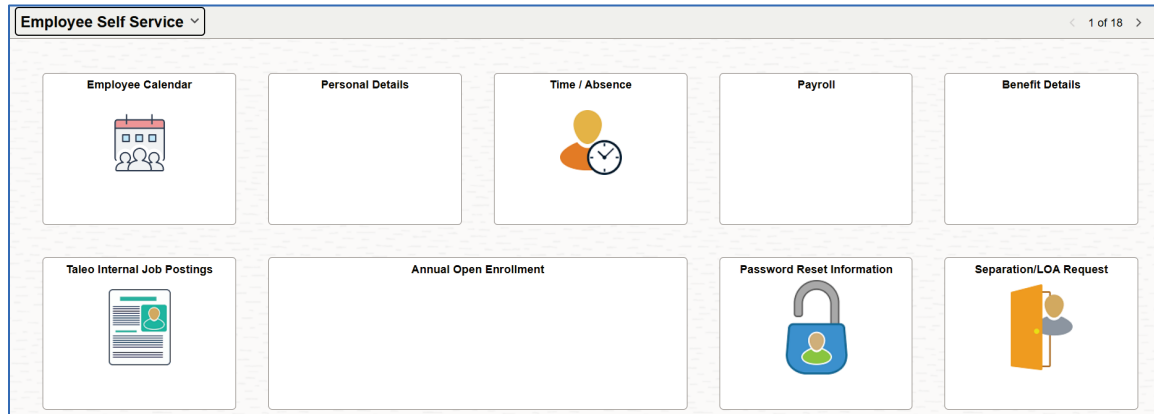


## Submitting updated Certifications to HCM

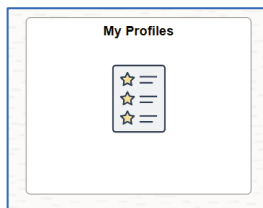
February 15, 2026

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.

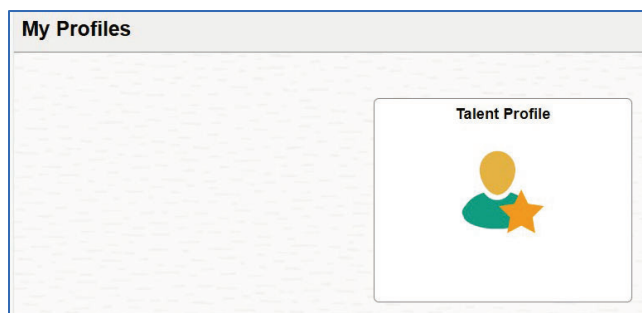
1. Log in to the HCM system. After login, the Employee Self-Serve Menu will be displayed. (Your menu may look different than the one displayed below based on individual security.)



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**.

**Talent Profile**

JANE EMPLOYEE  
SPCH & LANG IMPAI  
10059240

CCSD Compliance Tracking

**Speech / Audiology Cert**

+

Certificate/License	Edit/View
Nevada Certification Board	>

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.

Cancel

**Speech / Audiology Cert**

Continue

Entry Date 01/01/2025

Add New Version

Certificate/License Nevada Certification Board

Status Active

Expiration Date 12/31/2025

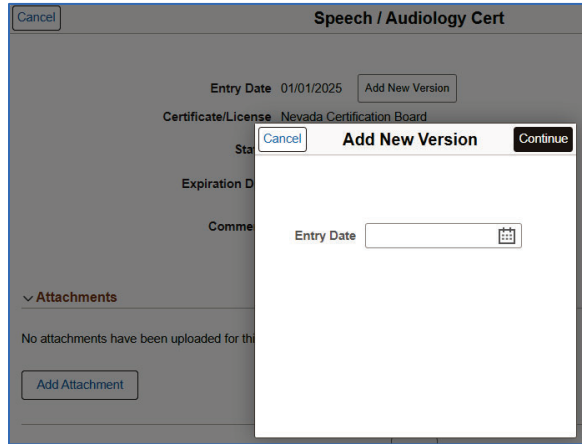
Comments Initial Load

Attachments

No attachments have been uploaded for this profile item.

Add Attachment

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.



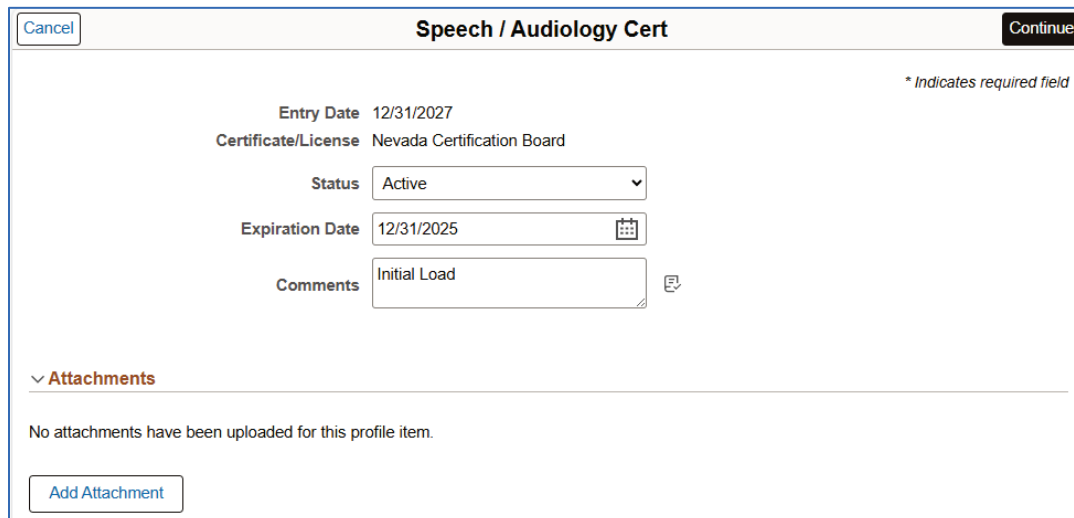
The screenshot shows a web form titled "Speech / Audiology Cert". In the background, fields for "Entry Date" (01/01/2025), "Certificate/License" (Nevada Certification Board), "Status", "Expiration Date", and "Comments" are visible. An "Add New Version" button is located at the top right. A modal pop-up titled "Add New Version" is in the foreground, containing a date picker for "Entry Date". The pop-up has "Cancel" and "Continue" buttons.

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



This is a close-up of the "Add New Version" pop-up. The "Continue" button is highlighted with a red rectangle. Below the "Entry Date" field, the text "\*\*\*Enter today's date." is displayed.

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.



The screenshot shows the "Speech / Audiology Cert" form with the following pre-filled information: "Entry Date" is 12/31/2027, "Certificate/License" is Nevada Certification Board, "Status" is set to "Active" in a dropdown menu, "Expiration Date" is 12/31/2025, and "Comments" contains "Initial Load". A note at the top right states "\* Indicates required field". Below the form fields is an "Attachments" section with a message: "No attachments have been uploaded for this profile item." and an "Add Attachment" button.

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.***

Speech / Audiology Cert

Cancel Continue

\* Indicates required field

Entry Date 12/31/2027

Certificate/License Nevada Certification Board

Status Active

Expiration Date 12/31/2025

Comments New License for 2026.

Be sure to update with the new Expiration Date

Attachments

No attachments have been uploaded for this profile item.

Add Attachment

Initial Load

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

Speech / Audiology Cert

Cancel Continue

File Attachment

You may attach up to 5 files to upload

Choose From

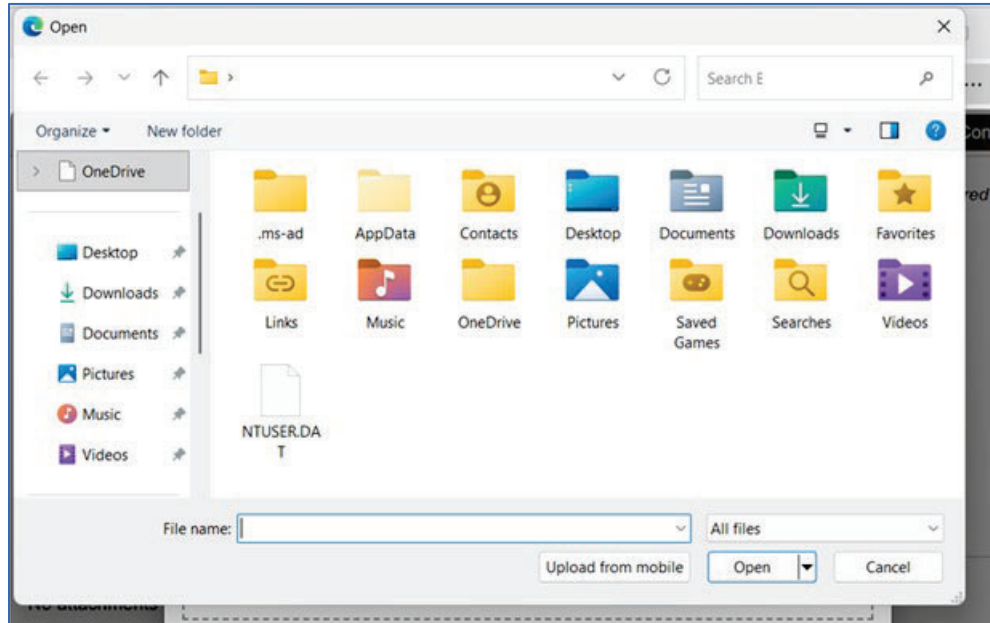
My Device

Attachments

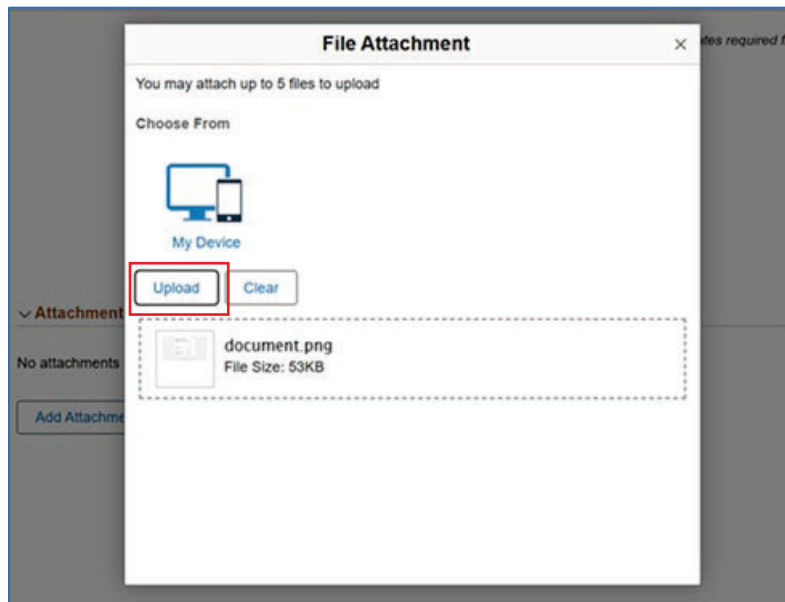
No attachments have

Add Attachment

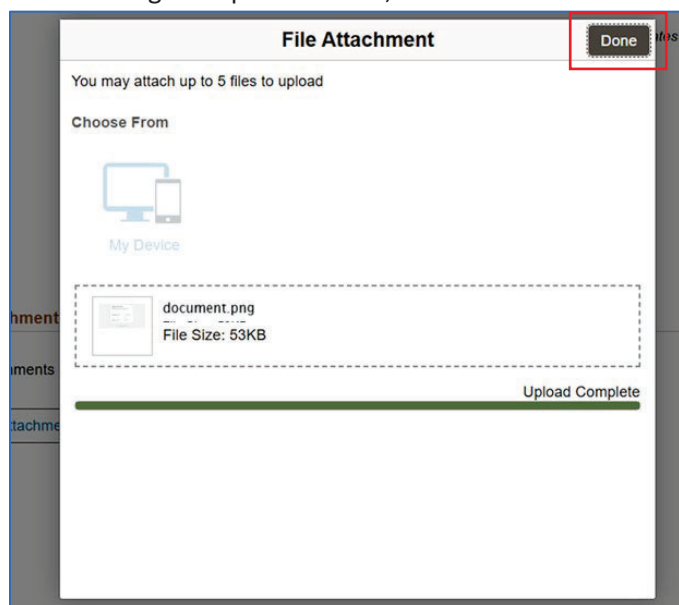
11. Navigate through your folders until you locate the file created when you scanned the documents. Click the file, then click the Open button. (Your file folder will look different.)



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.

The screenshot shows a form titled "Speech / Audiology Cert". In the top right corner, there is a "Continue" button highlighted with a red box. The form contains the following fields:

- Entry Date: 12/31/2027
- Certificate/License: Nevada Certification Board
- Status: Active (dropdown menu)
- Expiration Date: 12/31/2025 (calendar icon)
- Comments: Initial Load (text area with a copy icon)

Below these fields is a section titled "Attachments" with a plus icon and a table. The table has the following columns: File Name, Description, Attached On, and Action.

File Name	Description	Attached On	Action
document.png	<input type="text"/>	12/19/2025 8:03:24AM	Delete Attachment

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**

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		>

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

**Talent Profile**

JANE EMPLOYEE  
SPCH & LANG IMPAI  
10059240

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**

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 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).

**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		

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.

**Speech / Audiology Cert**

\*Entry Date: 12/19/2025

\*Certificate/License:

Status: Active

Expiration Date: MM/DD/YYYY

Comments:

**Attachments**

No attachments have been uploaded for this profile item.

[Add Attachment](#)

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

**Lookup**

Search for: Certificate/License

**Search Criteria**

**Search Results**

Content Item	Description
ASHA	American Speech-Language-Hearing Association



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.

Cancel **Speech / Audiology Cert** Continue

\* Indicates required field

\*Entry Date 12/19/2025

\*Certificate/License American Speech-Language-Hear

Status Active

Expiration Date MM/DD/YYYY

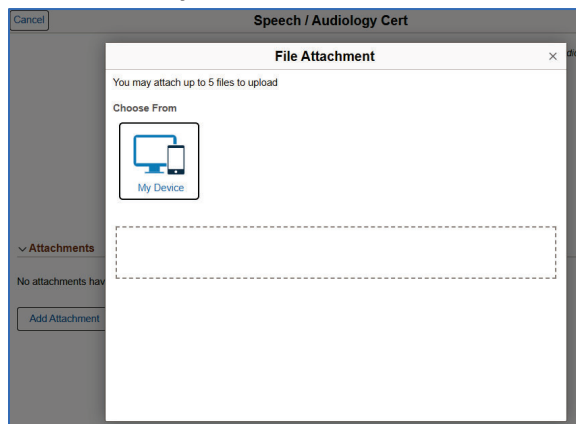
Comments

▼ **Attachments**

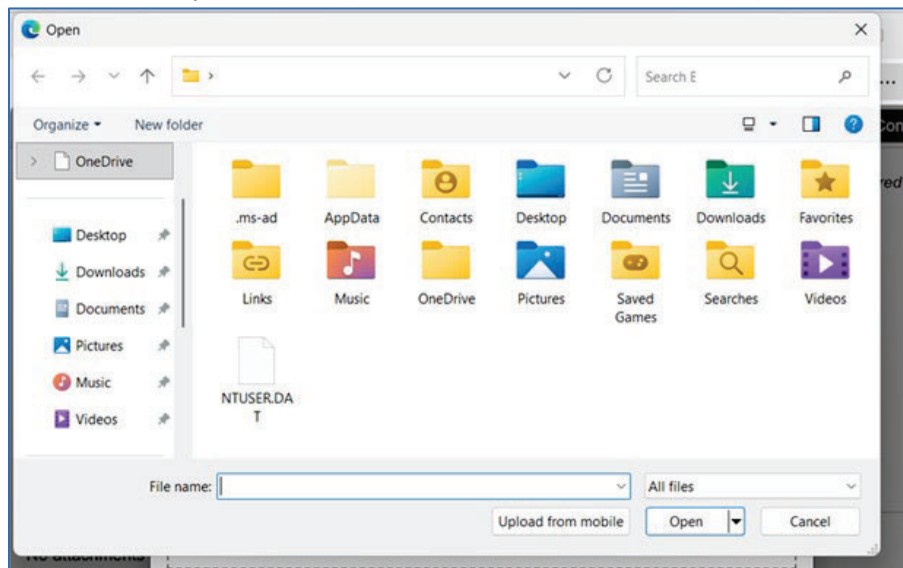
No attachments have been uploaded for this profile item.

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 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.

Cancel Speech / Audiology Cert

**File Attachment**

You may attach up to 5 files to upload

Choose From

My Device

Upload Clear

document.png  
File Size: 63KB

Attachments  
No attachments have been added  
Add Attachment

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

Cancel Speech / Audiology Cert

**File Attachment** Done

You may attach up to 5 files to upload

Choose From

My Device

document.png  
File Size: 63KB

Attachments  
No attachments have been added  
Add Attachment

Upload Complete

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

Cancel Speech / Audiology Cert Continue

\* Indicates required field

\*Entry Date 12/19/2025

\*Certificate/License American Speech-Language-Hearing Association

Status Active

Expiration Date 12/31/2025

Comments Add new license.

Attachments

File Name	Description	Attached On	Action
document.png	2027 License	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 &  
10059240

Cancel

**Request Approval**

Submit

CCSD

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**

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SPCH & LANG IMPAI  
10059240

CCSD Compliance Tracking

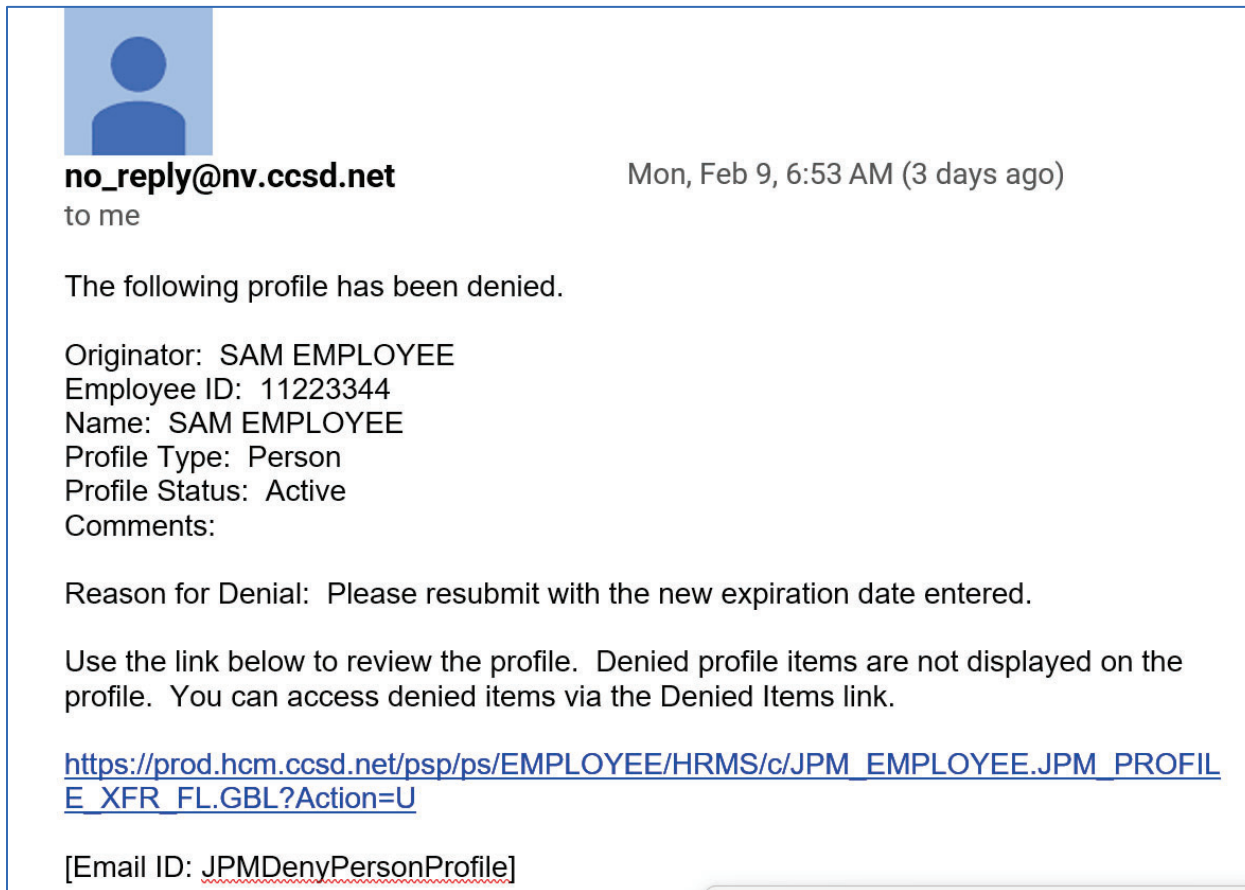
Speech / Audiology Cert

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

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.



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.