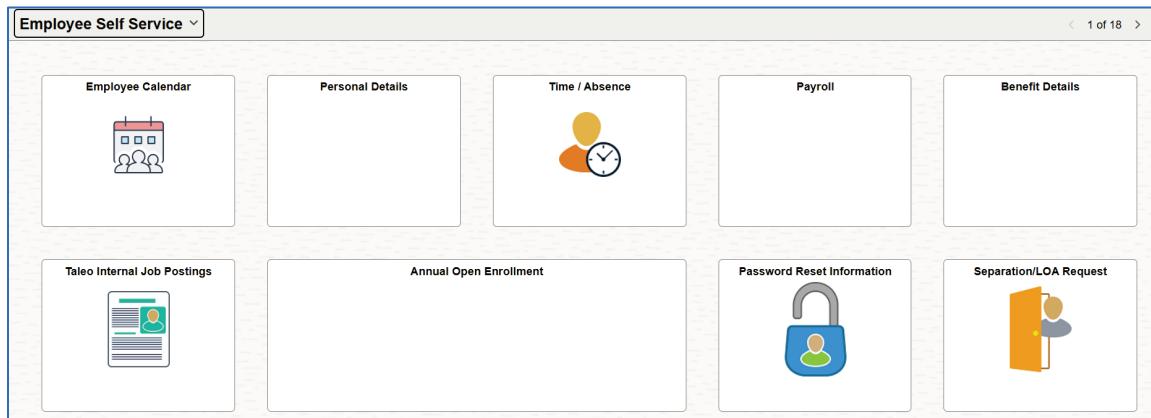


Submitting updated Certifications to HCM

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.

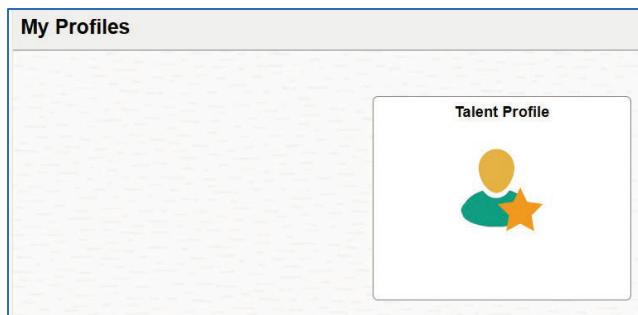
1. Log in to the HCM system. After login, the Employee Self-Serve Menu will be displayed. (Your menu may look different than the one displayed below based on individual security.)



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

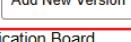
Speech / Audiology Cert

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.

Speech / Audiology Cert

* Indicates required field

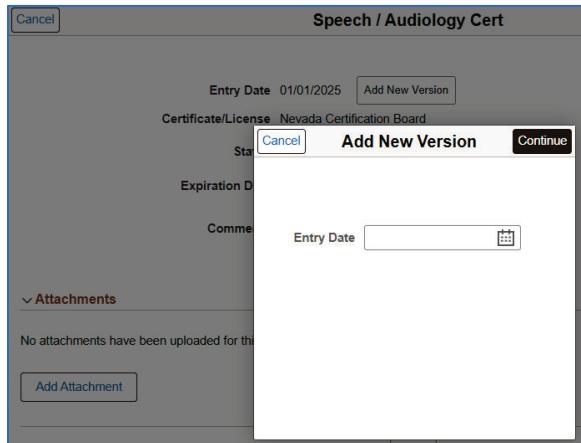
Entry Date	01/01/2025	
Certificate/License	Nevada Certification Board	
Status	Active	
Expiration Date	12/31/2025	
Comments	Initial Load	

Attachments

No attachments have been uploaded for this profile item.



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.



Speech / Audiology Cert

Entry Date 01/01/2025 Add New Version

Certificate/License Nevada Certification Board

Status Active

Expiration Date

Comments

Entry Date

Attachments

No attachments have been uploaded for this profile item.

Add Attachment

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

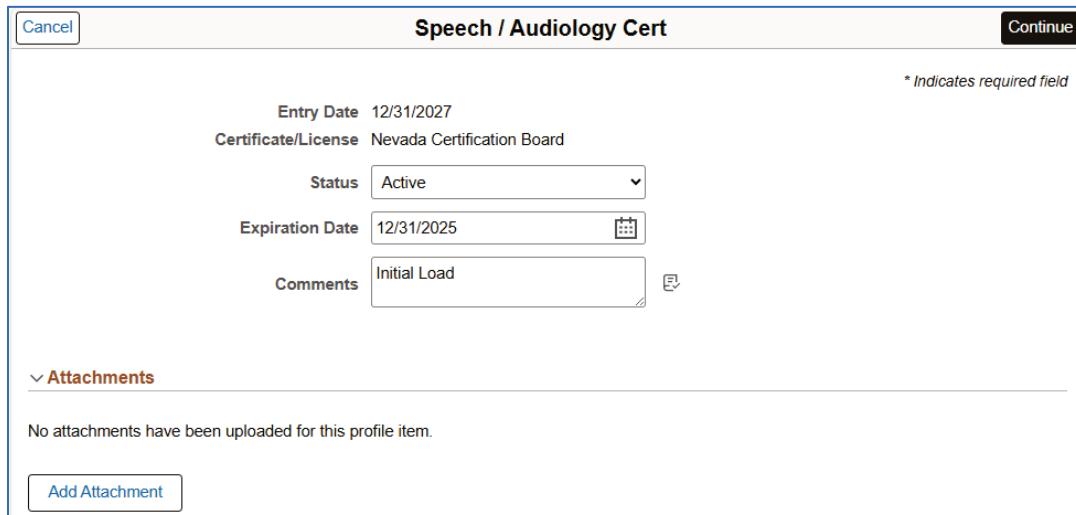


Cancel Add New Version Continue

Entry Date

***Enter today's date.

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.



Speech / Audiology Cert Continue

Entry Date 12/31/2027 * Indicates required field

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

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.

Cancel **Speech / Audiology Cert** Continue

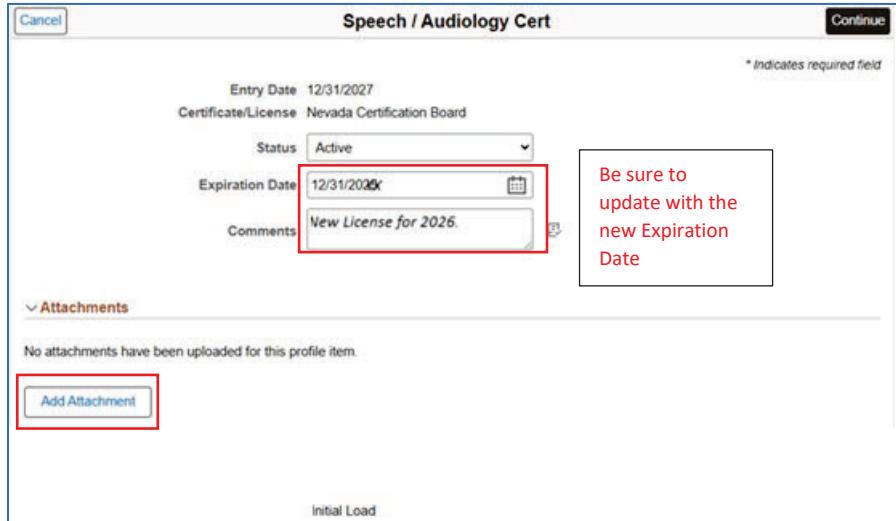
Entry Date 12/31/2027 * Indicates required field
Certificate/License Nevada Certification Board

Status Active
Expiration Date **12/31/2026** 
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.

Cancel **Speech / Audiology Cert** Continue

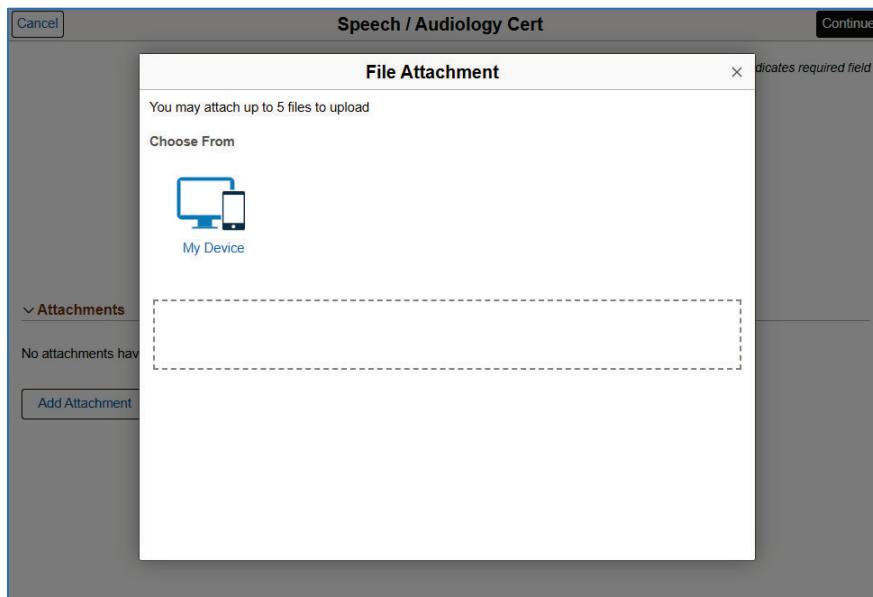
File Attachment * Indicates required field

You may attach up to 5 files to upload

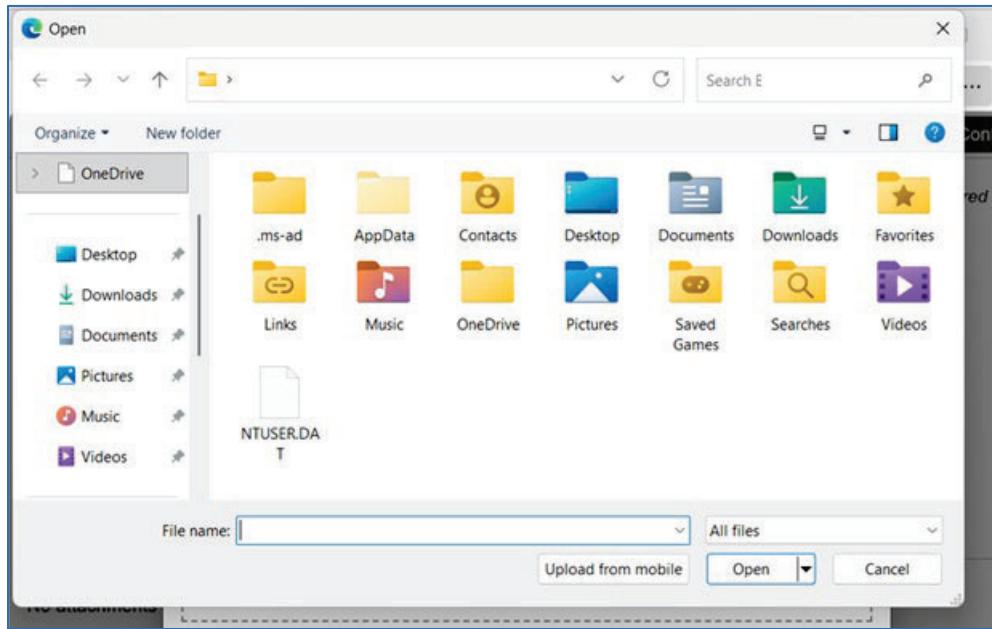
Choose From

 My Device

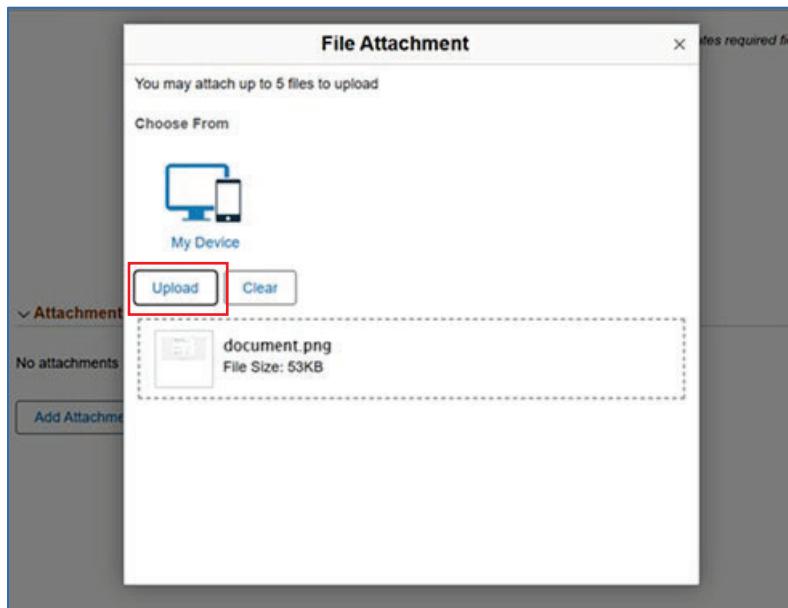
Attachments
No attachments have been uploaded for this profile item.
Add Attachment



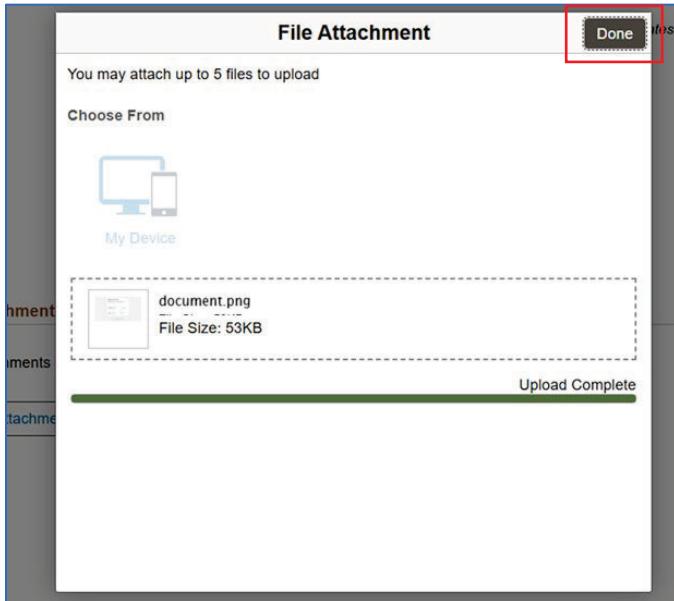
11. Navigate through your folders until you locate the file created when you scanned the documents. Click the file, then click the Open button. (Your file folder will look different.)



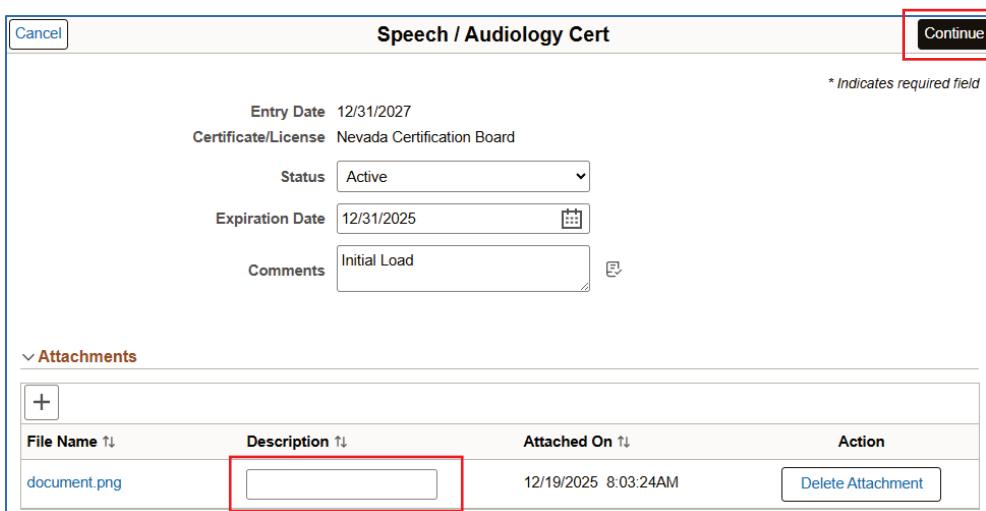
12. After selecting the file, the following screen will appear. Click on the **Upload** button.



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



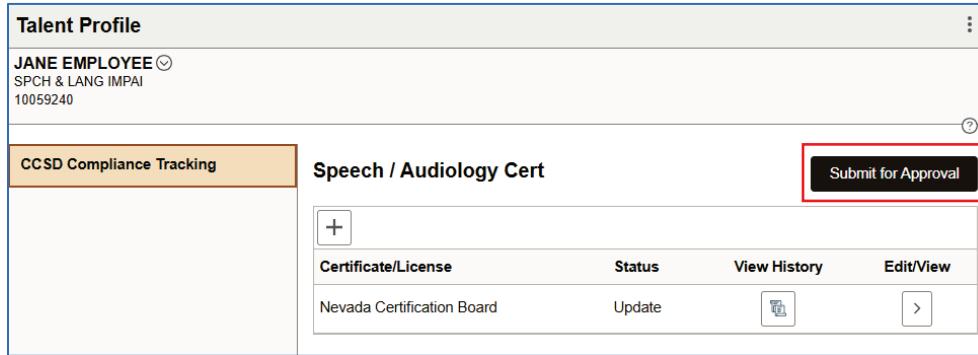
14. After clicking the Done button, the following page will be displayed, showing the new attachment. Enter a description of the attached document in the Description field. (i.e., 2026 License.) Click the **Continue** button.



The screenshot shows the 'Speech / Audiology Cert' page. At the top, there is a 'Cancel' button and a 'Continue' button (which is highlighted with a red box). Below that, there are fields for 'Entry Date' (12/31/2027), 'Certificate/License' (Nevada Certification Board), 'Status' (Active), 'Expiration Date' (12/31/2025), and 'Comments' (Initial Load). A note says '* Indicates required field'. Below this, there is a section titled 'Attachments' with a table. The table has columns: 'File Name' (document.png), 'Description' (highlighted with a red box), 'Attached On' (12/19/2025 8:03:24AM), and 'Action' (Delete Attachment). A plus sign (+) button is also visible in the attachments section.

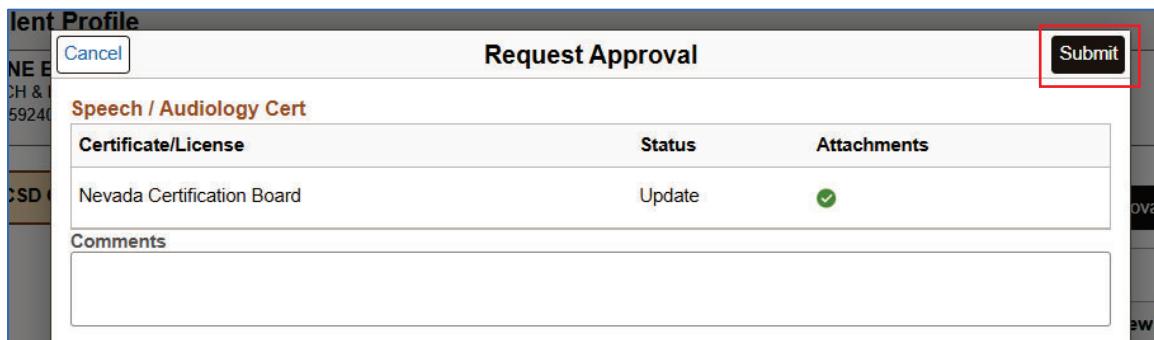
NOTE: If an attachment from the prior year appears, you can click on the Delete Attachment button next to last year's license so that only the current attachment is brought forward with this submission.

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.



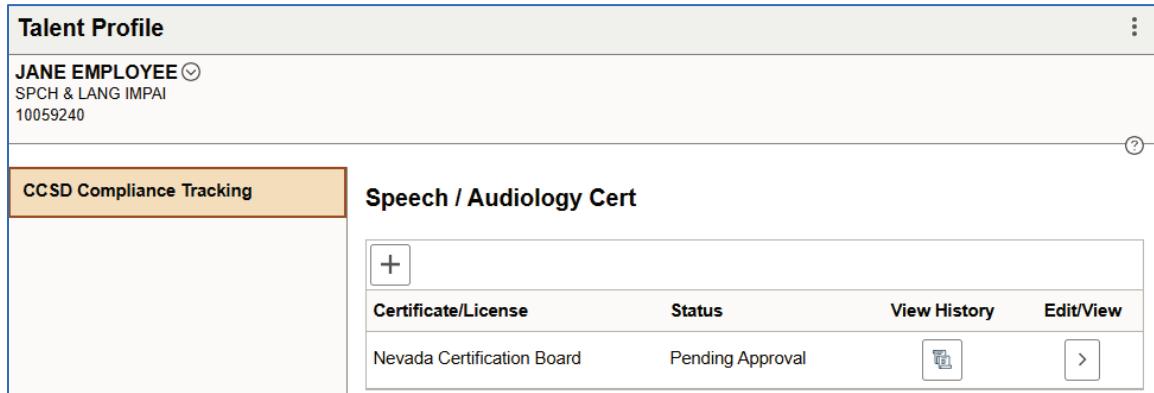
The screenshot shows a 'Talent Profile' page for 'JANE EMPLOYEE'. The 'CCSD Compliance Tracking' section is highlighted in orange. Below it, the 'Speech / Audiology Cert' section is shown. A table lists a 'Certificate/License' for 'Nevada Certification Board' with a status of 'Update'. A red box highlights the 'Submit for Approval' button in the top right corner of the 'Speech / Audiology Cert' section.

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



The screenshot shows a 'Request Approval' page. The title is 'Request Approval'. The 'Speech / Audiology Cert' section is highlighted in orange. It contains a table with a single row for 'Nevada Certification Board' with a status of 'Update' and an attachment icon. A red box highlights the 'Submit' button in the top right corner of the 'Request Approval' section.

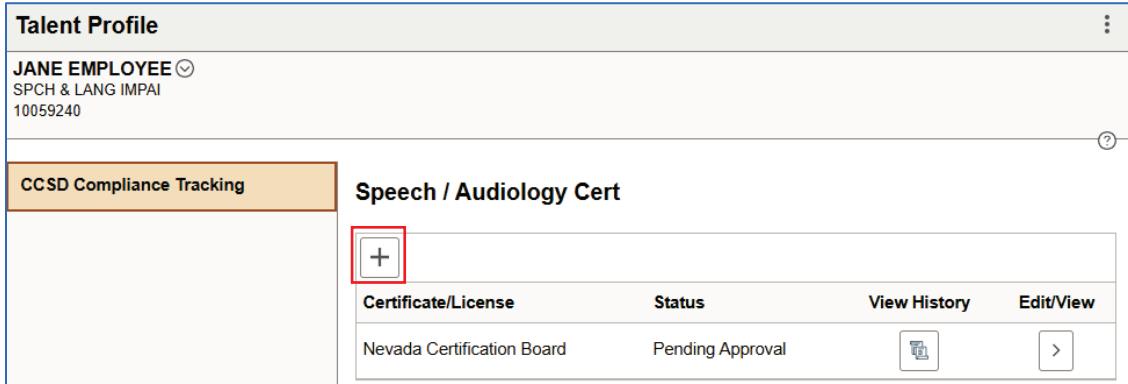
17. You will be returned to the original page. The Status will now show as **Pending Approval**. This will show as pending until the approvals are complete.



The screenshot shows the 'Speech / Audiology Cert' section of the 'Talent Profile' page. The table shows a 'Certificate/License' for 'Nevada Certification Board' with a status of 'Pending Approval'. A red box highlights the 'Pending Approval' status in the 'Status' column.

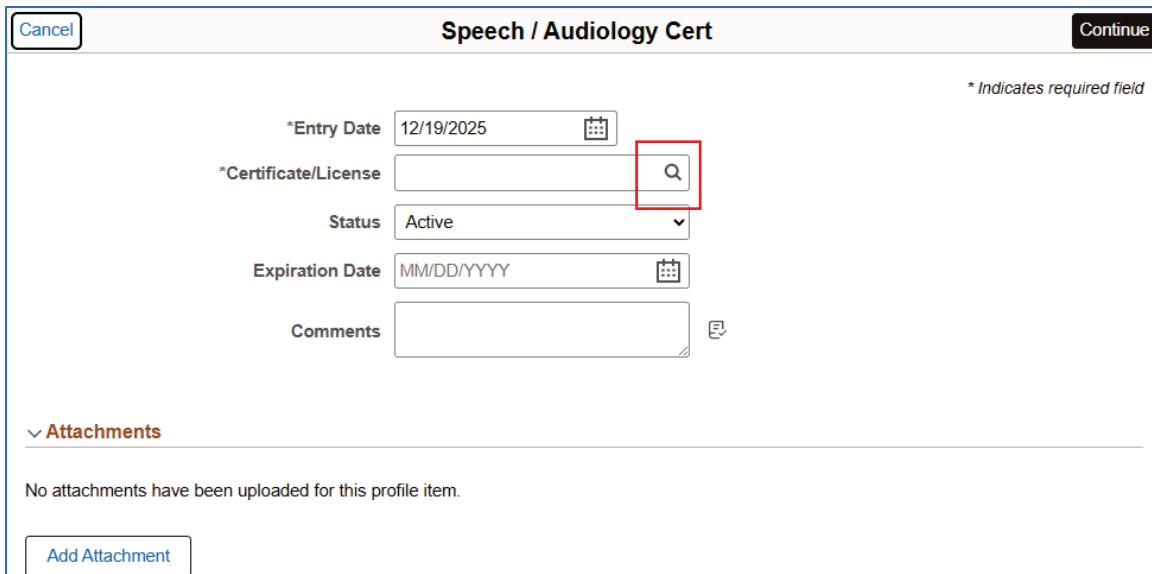
The previous steps outline how to update an existing certificate/License. The next series of steps outlines how to create a new certificate/license in the HCM system.

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



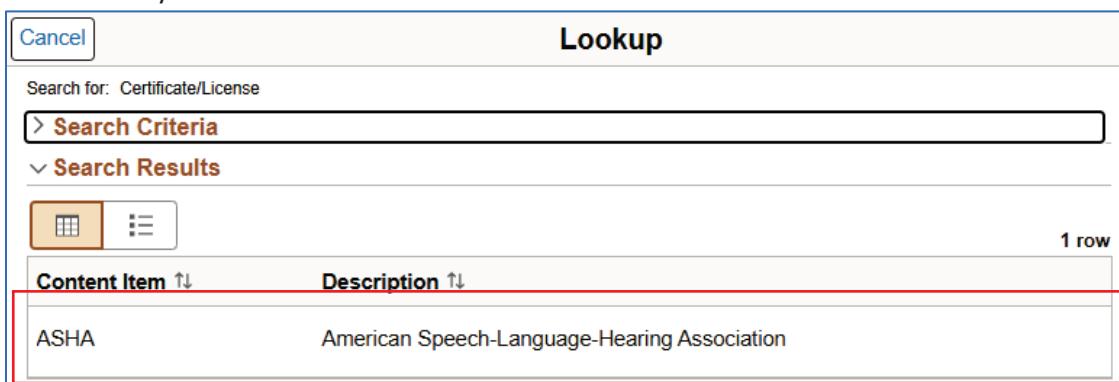
The screenshot shows the 'Talent Profile' page for 'JANE EMPLOYEE'. The 'Speech / Audiology Cert' section is visible, featuring a table with columns for 'Certificate/License', 'Status', 'View History', and 'Edit/View'. A red box highlights the 'Add' icon (a plus sign inside a square) in the 'CCSD Compliance Tracking' section.

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

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



The screenshot shows the 'Lookup' page for 'Certificate/License'. It includes a 'Search Criteria' section and a 'Search Results' section. The 'Search Results' section displays a table with columns for 'Content Item' and 'Description'. A red box highlights the first row of the table, which lists 'ASHA' and '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.

Speech / Audiology Cert

* Indicates required field

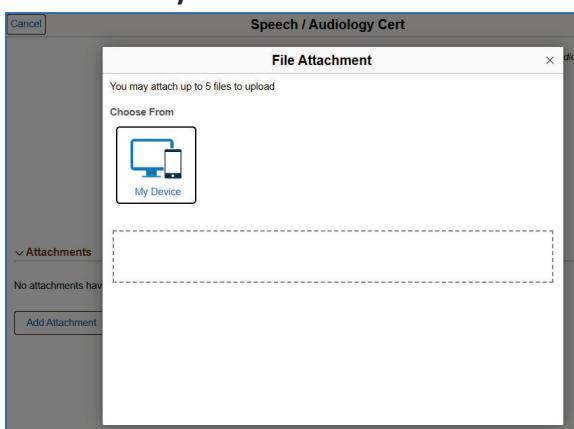
*Entry Date	12/19/2025	<input type="button" value=""/>
*Certificate/License	American Speech-Language-Hea <input type="button" value=""/>	
Status	Active <input type="button" value=""/>	
Expiration Date	<input type="text" value="MM/DD/YYYY"/> <input type="button" value=""/>	
Comments	<input type="text"/>	

Attachments

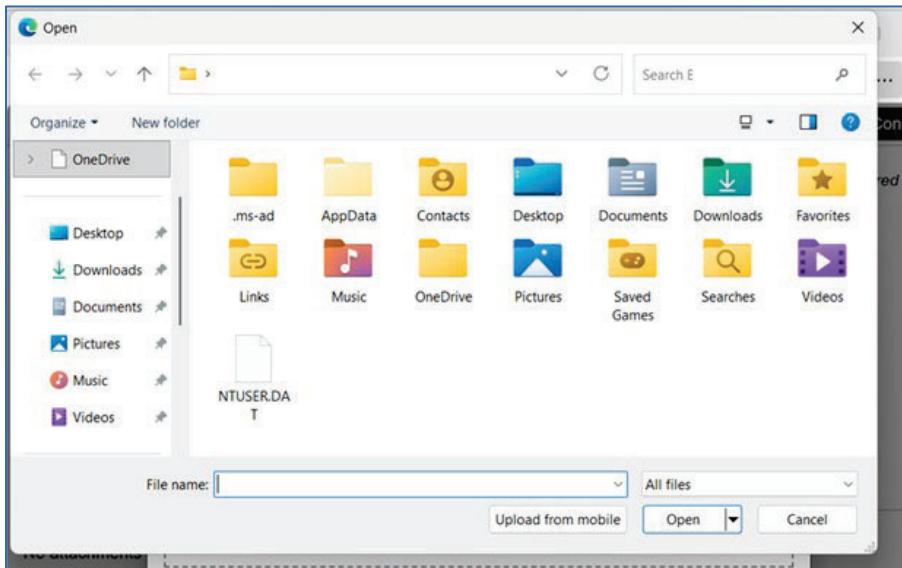
No attachments have been uploaded for this profile item.

Add Attachment

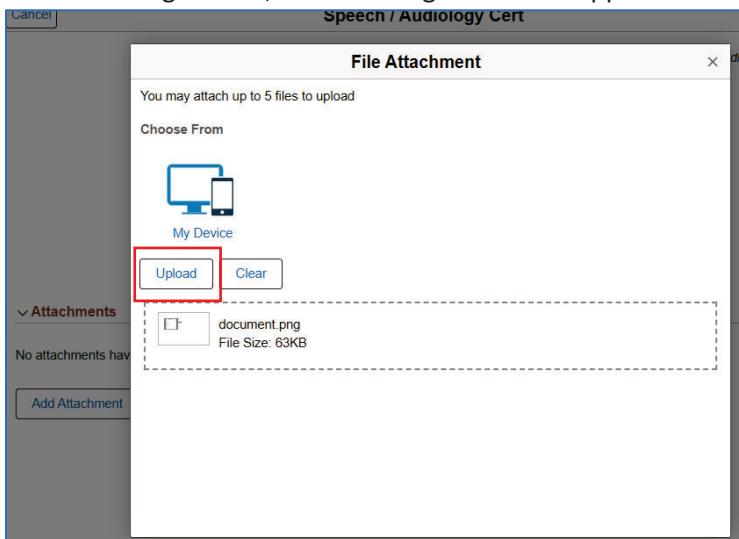
5. Click on the My Device icon.



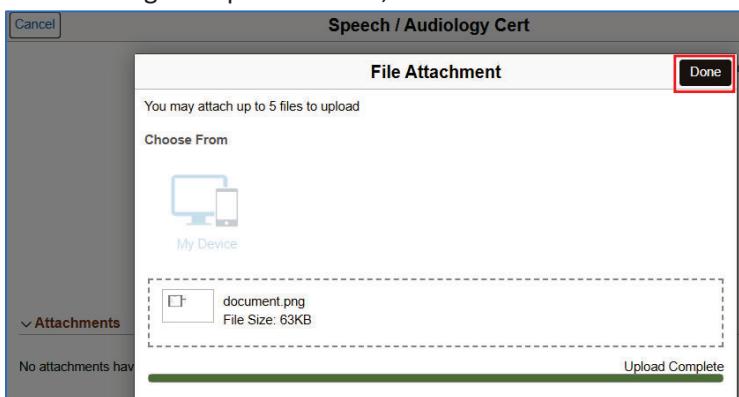
6. Navigate through your folders until you locate the file created when you scanned the documents. Click the file, then click the Open button. (Your file folder will look different.)



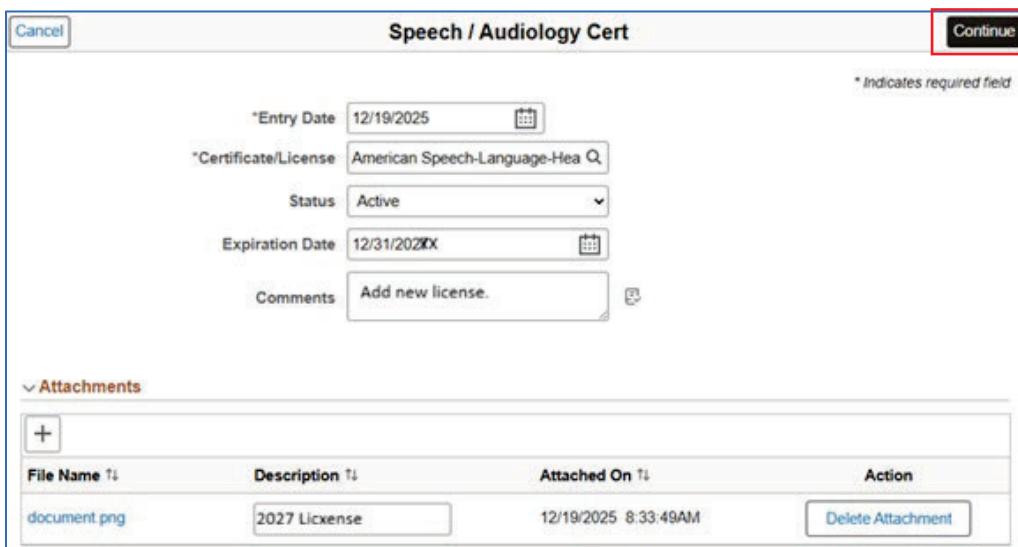
7. After selecting the file, the following screen will appear. Click on the **Upload** button.



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



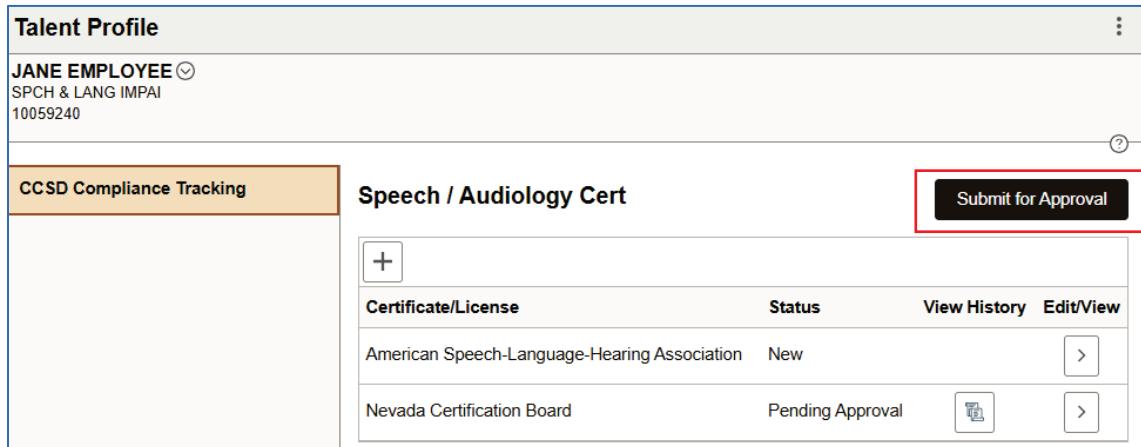
9. After clicking the Done button, the following page will be displayed, showing the new attachment. Click on the **Continue** button.



The screenshot shows the 'Speech / Audiology Cert' page. It includes fields for 'Entry Date' (12/19/2025), 'Certificate/License' (American Speech-Language-Hea Q), 'Status' (Active), 'Expiration Date' (12/31/2025), and 'Comments' (Add new license.). A note at the top right says '* Indicates required field'. Below the form is a table showing the new attachment 'document.png' with a description of '2027 License'. The 'Continue' button is highlighted by a red box.

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 & LANG IMPAI 10059240)

CCSD Compliance Tracking

Request Approval

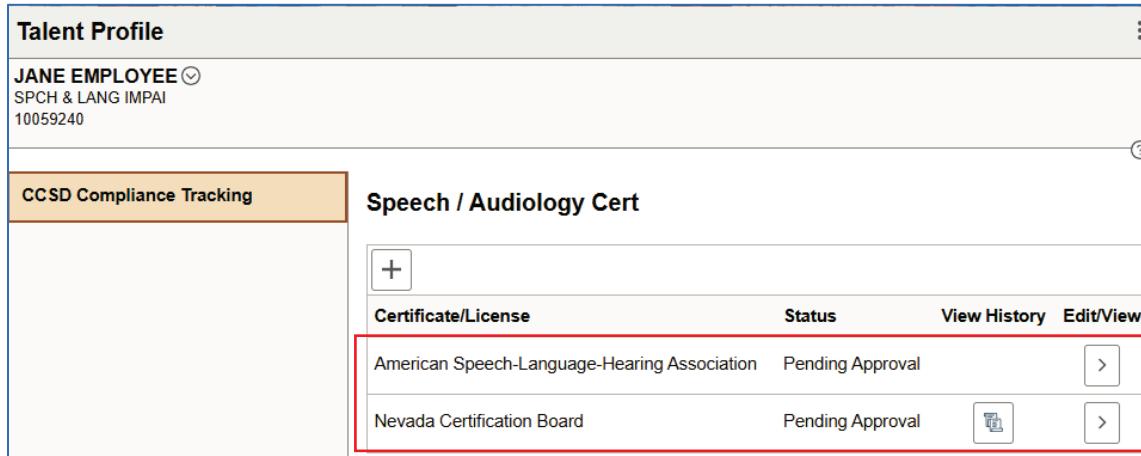
Speech / Audiology Cert

Submit

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		>

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_PROFILE_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.