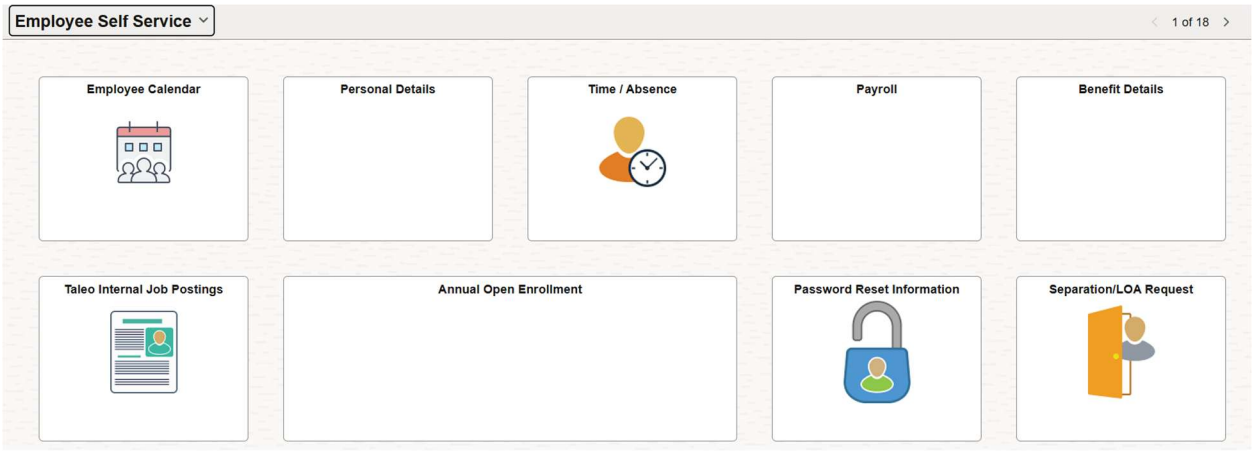
Submitting updated Certifications to HCM

January 1, 2026

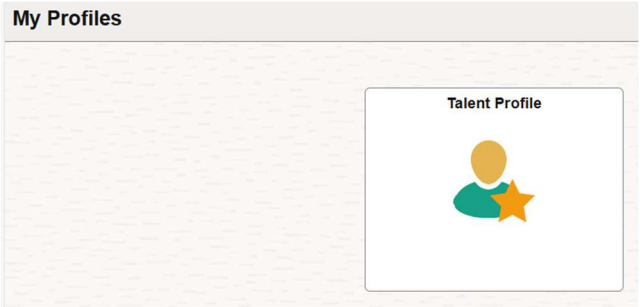
The HCM system allows you to submit your new/updated licenses and certifications directly into the HCM system. The steps to complete this process are outlined below.

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.

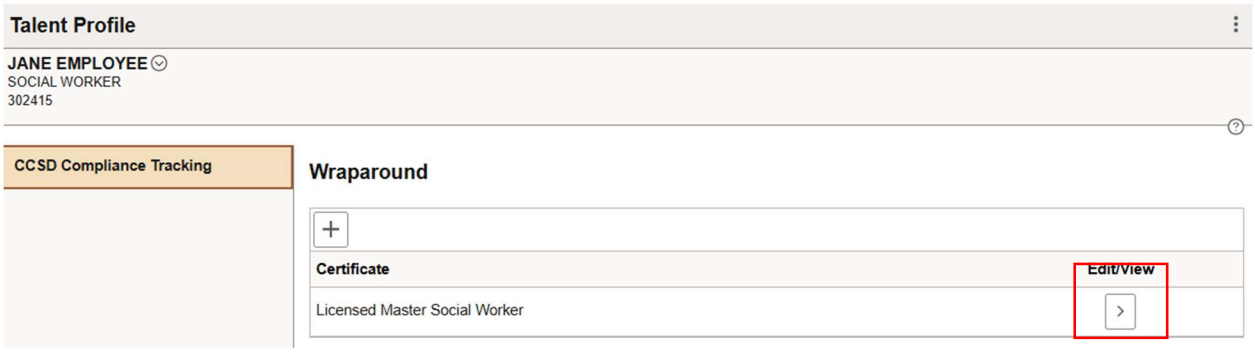
3. Click on the Talent Profile Tile.



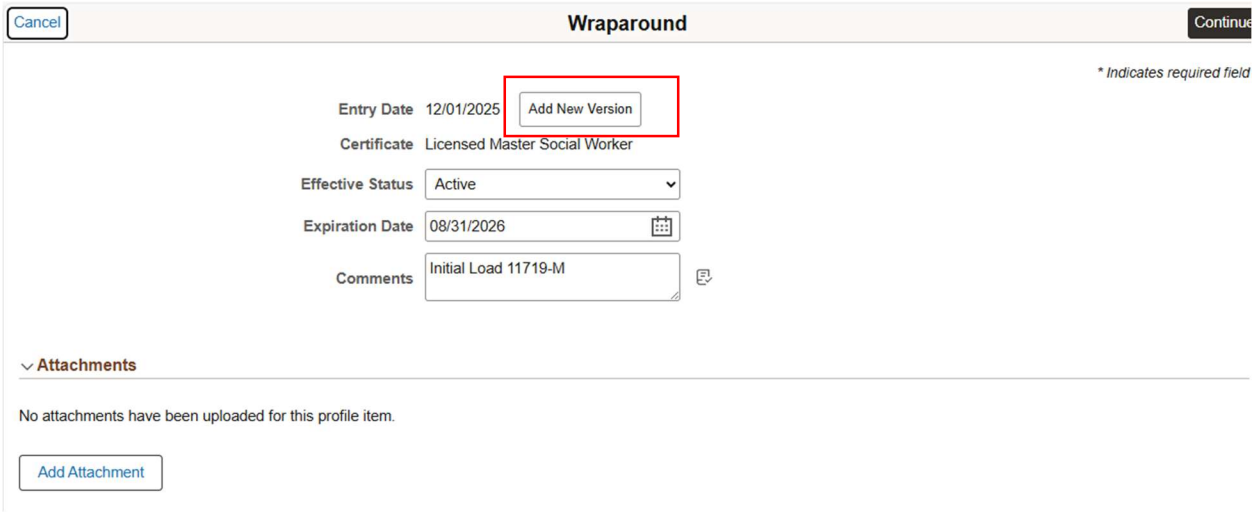
4. The following page will be displayed. One the right-hand side will be a listing of certifications/licenses you have currently. If you do not have any certifications/licenses currently, you will only have the Add Icon (plus sign).

   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.

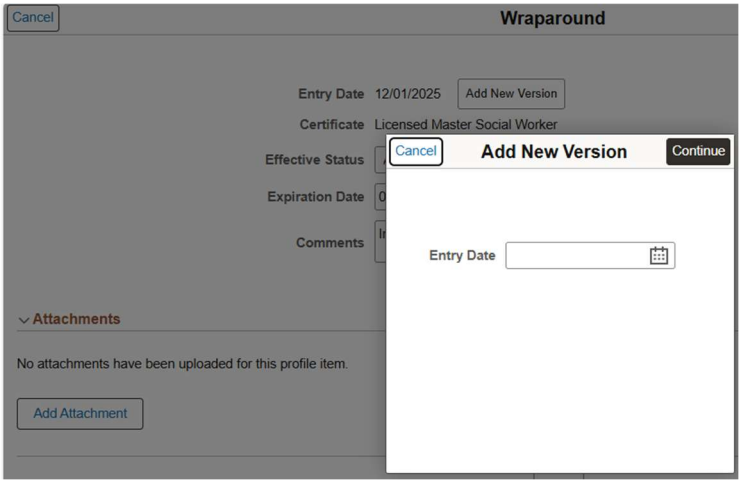
   We will first discuss how to update the information by inserting a new row. To insert a new row, click on the arrow icon under the heading **Edit/View**.



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.**



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

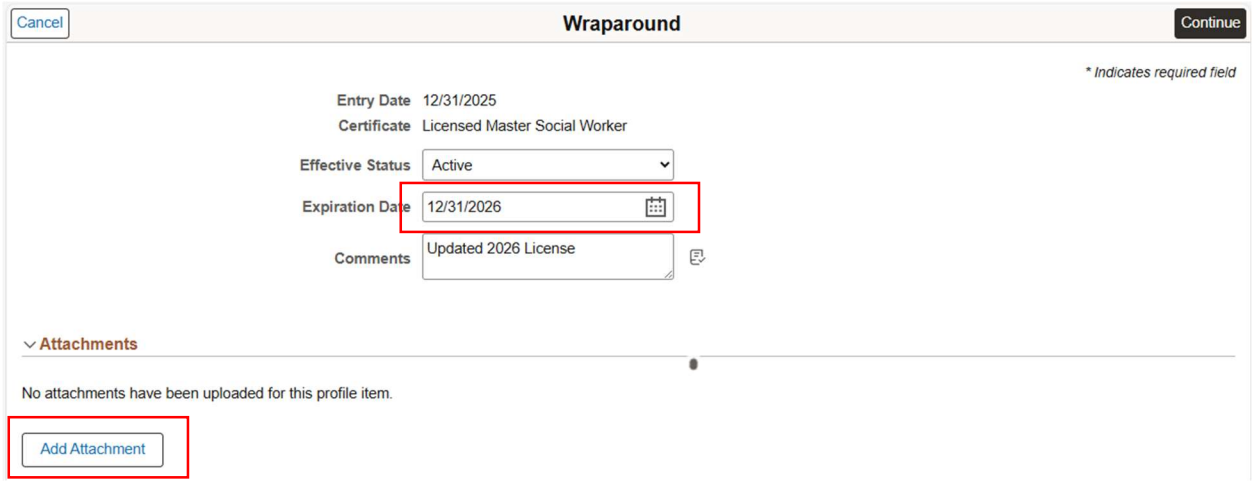


7. After entering the Entry Date, click the Continue Button.

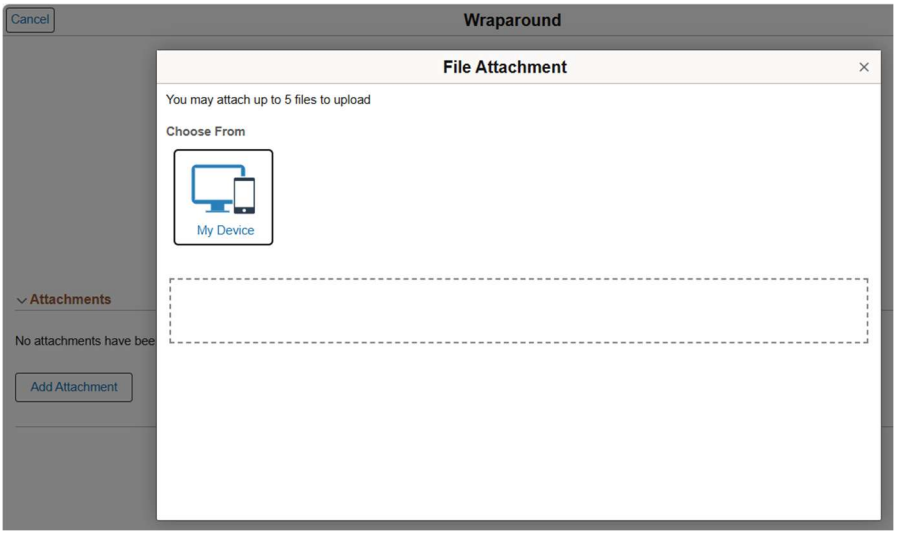
8. The following page will appear. The entry date you entered on the prior popup screen will be displayed. The information from your prior certification/license will be displayed. Override the Expiration Date with the new Expiration Date.

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

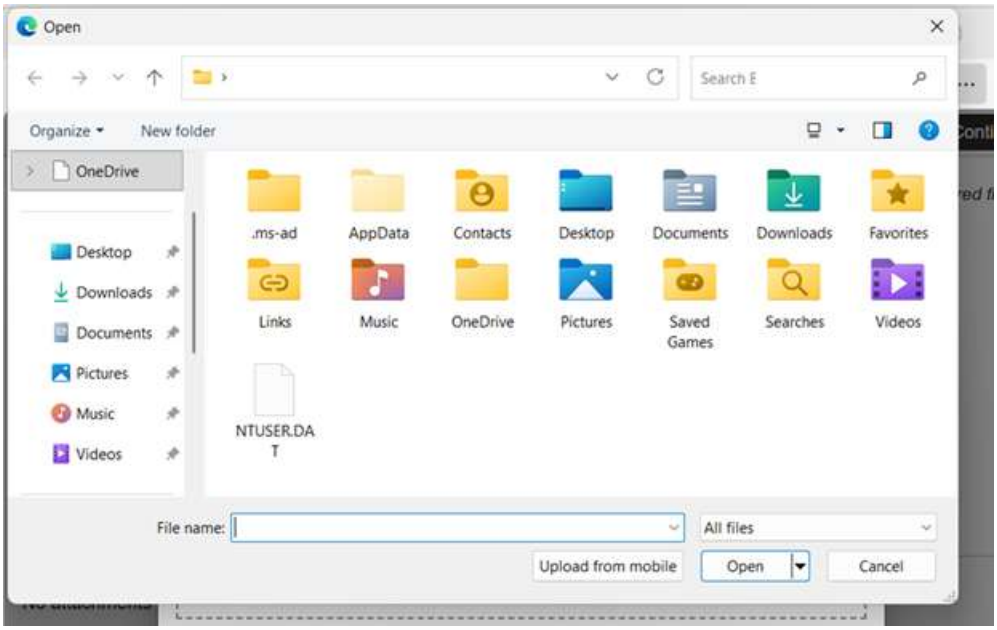
   NOTE: ***Prior to proceeding to this step, you will need to scan the documents and have them stored on your computer.***



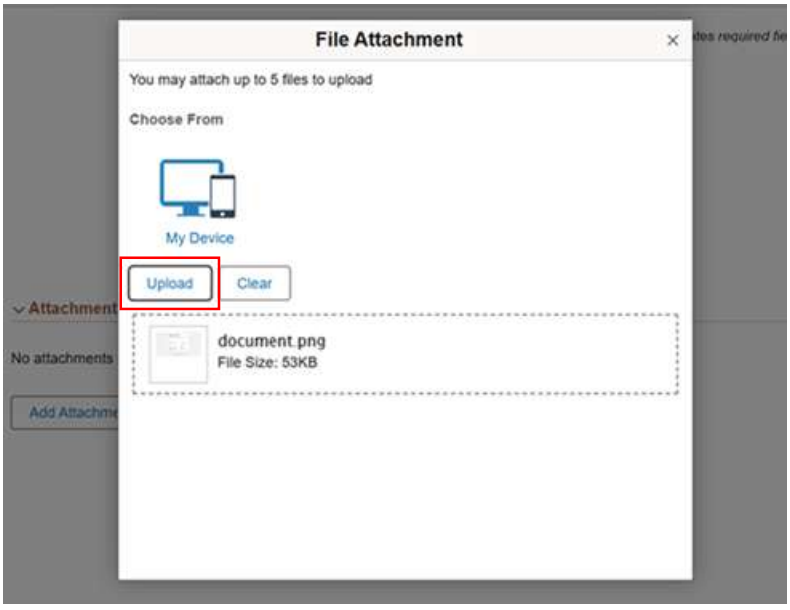
9. Click on the **My Device** icon.



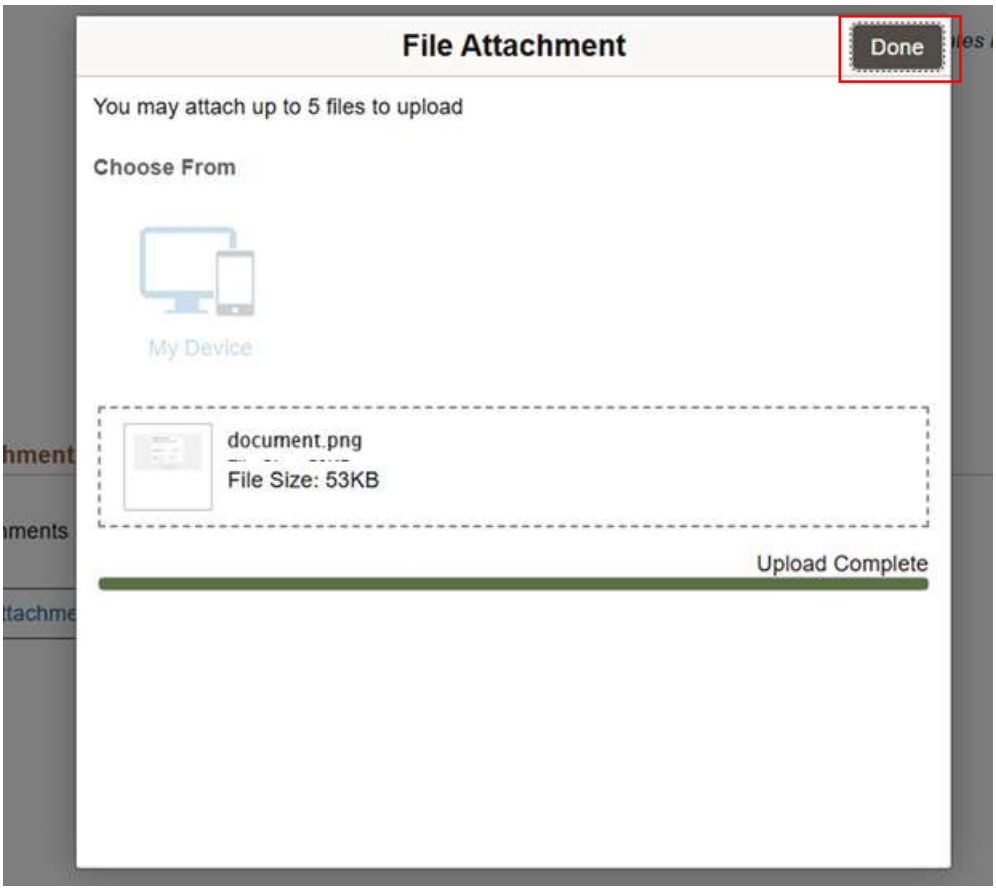
10. Navigate through your folders until you locate the file created when you scanned the documents. Click on the file and click the Open button. (Your file folder will look different.)



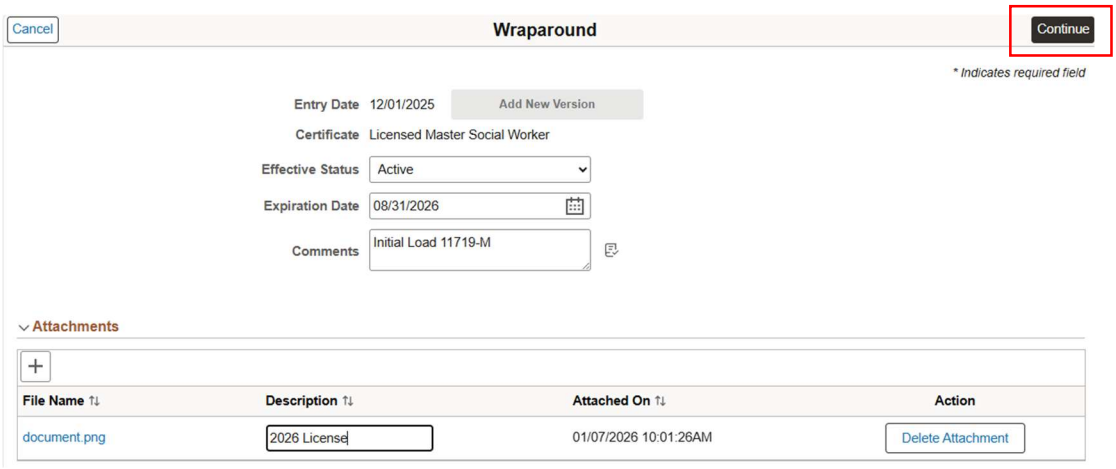
11. After selecting the file, the following screen will appear. Click on the **Upload** button.



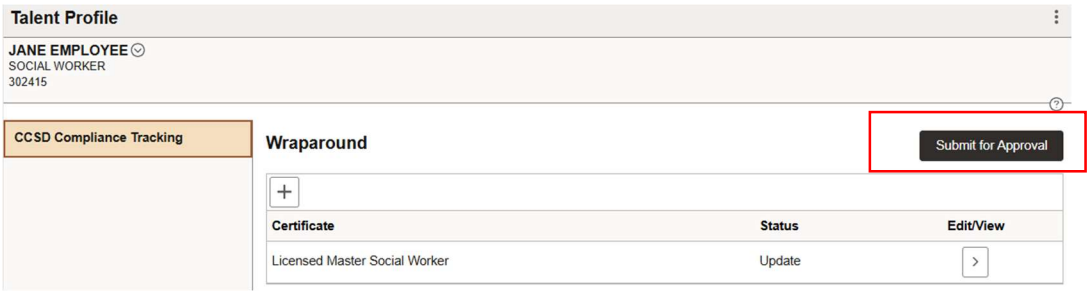
12. After clicking the upload button, the screen will confirm the file was uploaded. Then click the **Done** button.



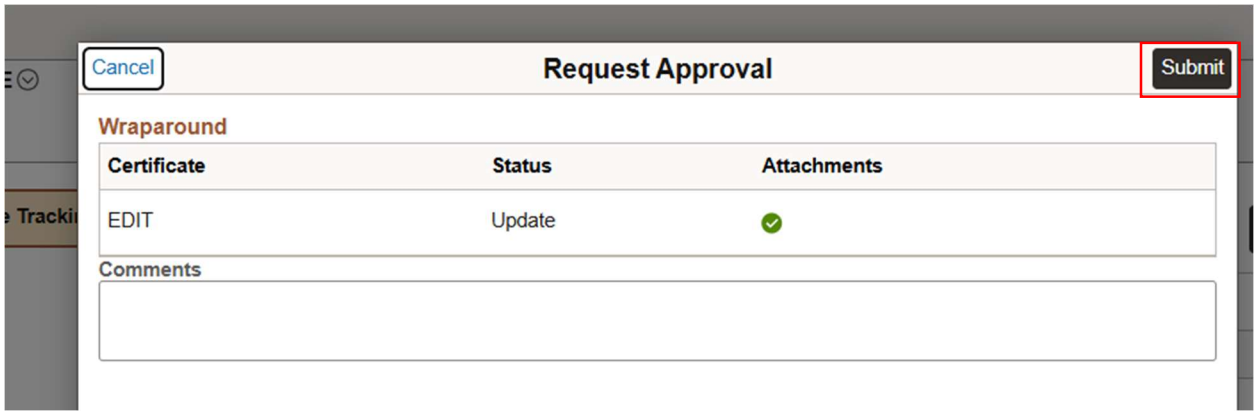
13. After clicking the Done button, the following page will be displayed, showing the new attachment. Click the **Continue** button.



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.



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

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