

Use this task to update your honors, awards, licenses or certifications in UCPath online.

**Dashboard Navigation:**

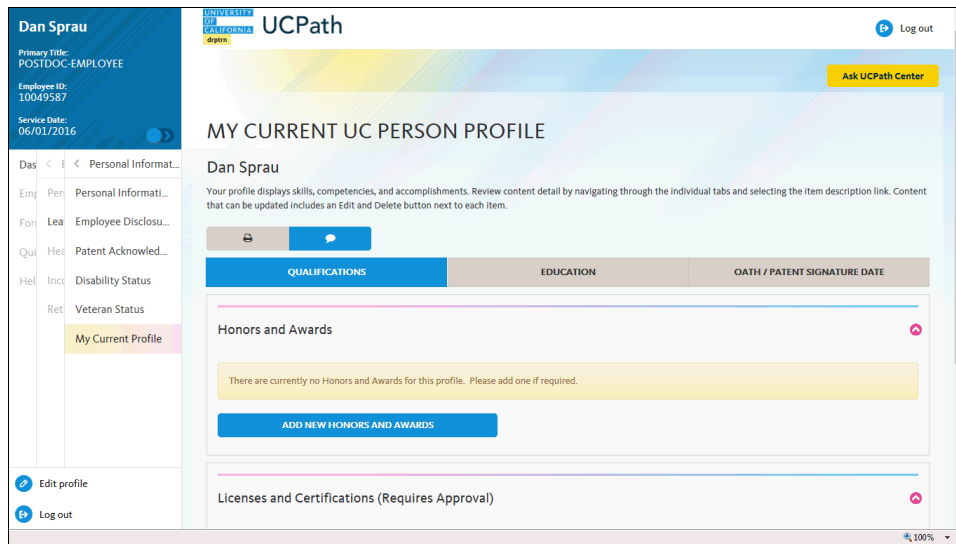
Personal Information > **My Current Profile**

or

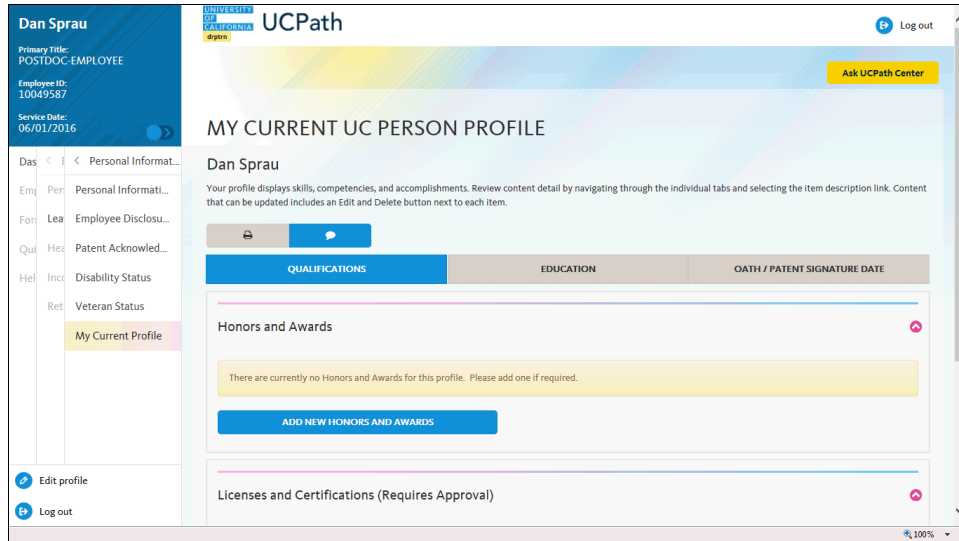
**Menu Navigation:**



Employee Actions > Personal Information > **My Current Profile**

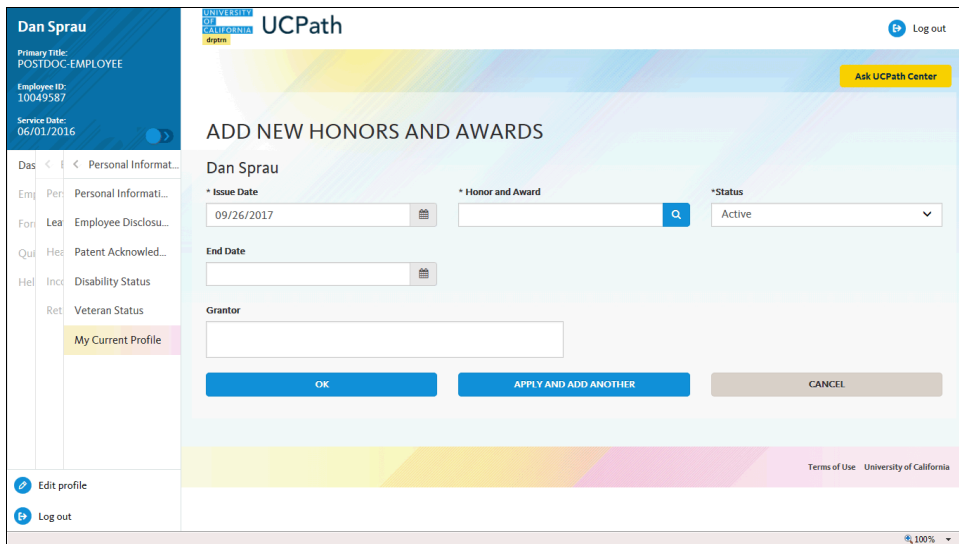
**Note:** This example uses sample images as seen on a computer. Sample images appear differently on a tablet or smartphone, but the steps remain the same.






Step	Action
1.	In this example, you received the American Association for the Advancement of Science award and the Clinical Laboratory Science license. You will enter the award and license on the <b>Qualifications</b> tab.

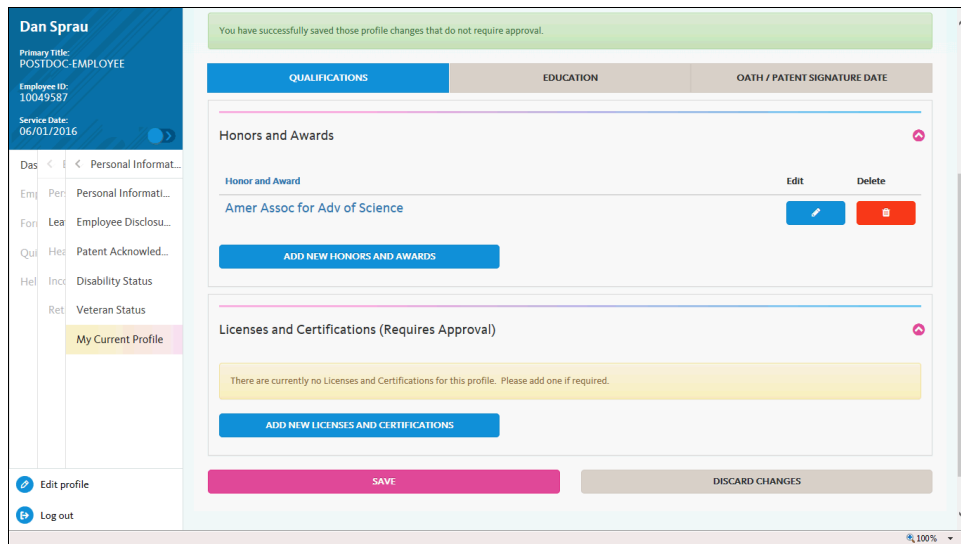



Step	Action
2.	Click the <b>Qualifications</b> tab. 
3.	Click the <b>Add New Honors and Awards</b> button. 





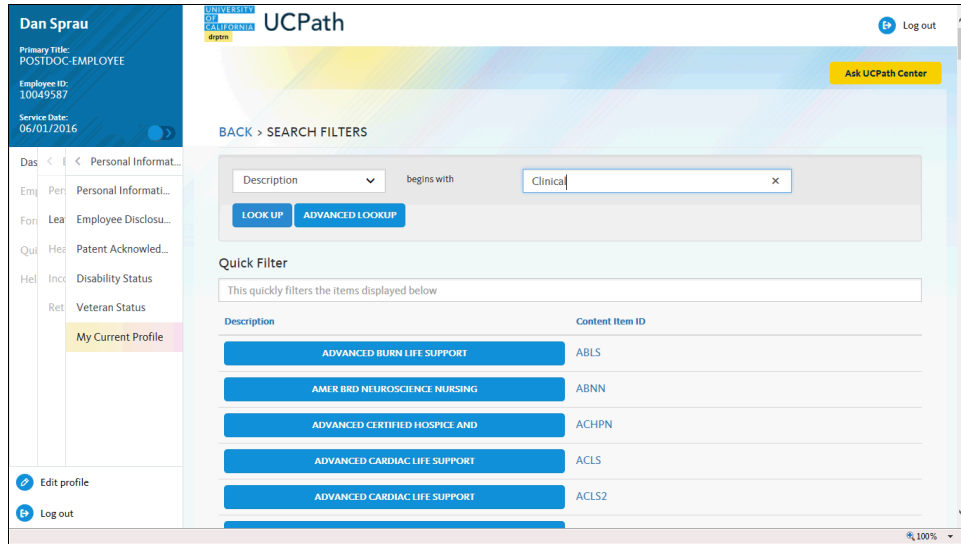
Step	Action
4.	Click in the <b>Issue Date</b> field. 



Step	Action
5.	Use the calendar to enter the date the honor or award was issued. In this example, the date will be entered for you.
6.	Click the <b>Look up Honor and Award</b> button. 
7.	For this example click the <b>Amer Assoc for Adv of Science</b> button.
8.	Enter an <b>End Date</b> and the <b>Grantor</b> of the honor or award, if applicable.
9.	If you need to add another honor or award, click the <b>Apply and Add Another</b> button. If you have entered all honors and awards, click the <b>OK</b> button.  For this example click the <b>OK</b> button. 
10.	To edit or delete existing information, click the appropriate button.
11.	Click the scroll bar.
12.	Click the <b>Save</b> button.
13.	A confirmation message indicates that no approvals are required for your entry.



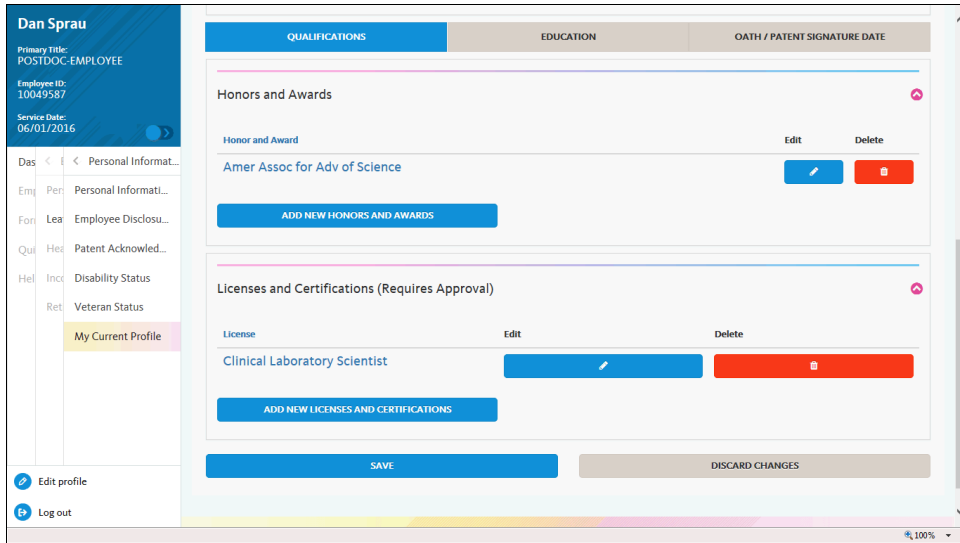
Step	Action
14.	To add a license or certification, click the <b>Add New Licenses and Certifications</b> button. 

Step	Action
15.	Click in the <b>Issue Date</b> field. 
16.	Use the calendar to enter the date the license or certification was issued. In this example, the date will be entered for you.
17.	Click the <b>Look up License</b> button. 
18.	Select the appropriate license or certification. In this example, search for Clinical Laboratory Scientist.  Enter the desired information into the <b>begins with</b> field. For this example, enter <b>Clinical</b> .

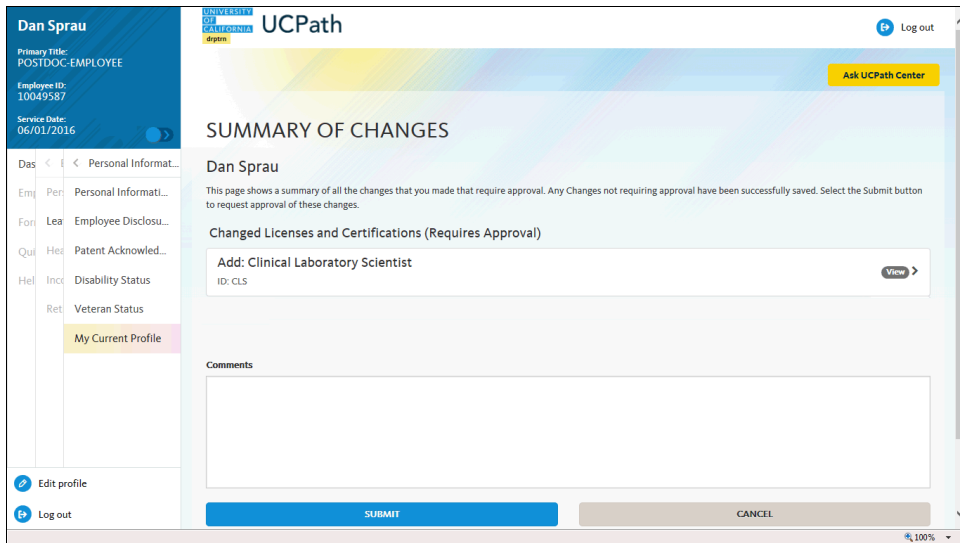


Step	Action
19.	Click the <b>Look Up</b> button. 
20.	For this example click the <b>Clinical Laboratory Scientist</b> button.
21.	If necessary, enter the expiration date.  Enter the desired information into the <b>Expiration Date</b> field. For this example, enter <b>08/01/2019</b> .
22.	Enter the license or certificate number.  Click in the <b>License/Certification Number</b> field.
23.	Enter the desired information into the <b>License/Certification Number</b> field. For this example, enter <b>177-CLS19CA</b> .
24.	Enter the name of the agency, organization or authority providing the license or certificate.  Click in the <b>Issued By</b> field.
25.	Enter the desired information into the <b>Issued By</b> field. For this example, enter <b>CAMLT</b> .
26.	If the license or certification requires renewal, click the <b>Renewal Required</b> option.  If the renewal is currently in progress, click the <b>Renewal In Progress</b> option.  If the license has been verified, click the <b>License Verified</b> option.
27.	Click the <b>OK</b> button. 

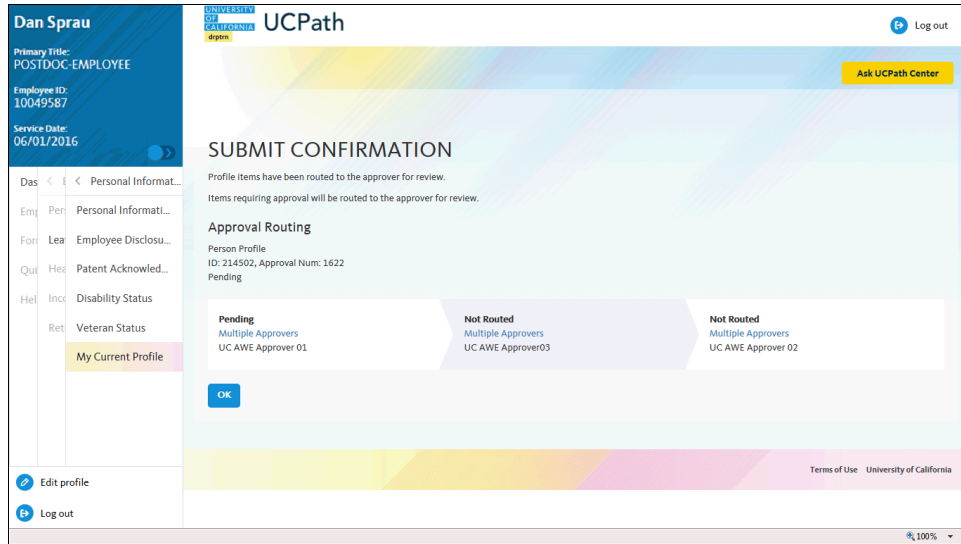
Step	Action
28.	To edit or delete existing information, click the appropriate button.




Step	Action
29.	Click the <b>Save</b> button.



Step	Action
30.	If applicable, you can enter additional information in the <b>Comments</b> field.
31.	Click the <b>Submit</b> button.



Step	Action
32.	<p>The <b>Submit Confirmation</b> page appears and indicates whether approval is required. In some cases, only self-approval is required.</p> <p>Click the <b>OK</b> button.</p> 
33.	<p>Licenses and certifications do not appear until after approval. If you need to review the licenses and certifications before they are approved, click the <b>items pending approval</b> link.</p>
34.	<p>You have updated your honors, awards, licenses or certifications in UCPath online. <b>End of Procedure.</b></p>