

Use this task to enter your education 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.

Mary Canamar	UCPath	
Primary Title: BUS SYS ANL 3 Employee ID: 10003129	Adt UCPath Center	
Service Date: 02/27/2017	MY CURRENT UC PERSON PROFILE	
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	ADD NEW HONORS AND AWARDS	
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Step	Action
1.	In this example, you acquired a bachelor of arts and sciences degree in 2016 from the University of California, Berkeley. You will add the degree on the Education tab. Click the Education tab.
	EDUCATION



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Step	Action	
2.	Click the Add New Degrees button.	
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Primary Title: BUS SYS ANL 3 Employee ID: 10003129			Ask UCPath Center
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Step	Action
3.	The Effective Date is the date you earned the degree. The default date is today's date.
	For this example accept the default date.
4.	Click the Look up Degree button.



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Step	Action
5.	You can use the Search Filters at the top of the page to search for the appropriate degree or scroll through the list of degrees. For this example click the scroll bar.
6.	For this example click the BACHELOR OF ARTS & SCIENCES button.
7.	Click the Look up Education Field button.

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	01002	Applied Science
	01003	Astronomy Astronomy and Astrophysics
	01005	Astronomy, Other
 Edit profile Log out 	01006	Astrophysics
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Step	Action
8.	In this example, find the Analysis / Functional Analysis major using the Advanced Lookup search.
	Click the Advanced Lookup button.
	ADVANCED LOOKUP

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Step	Action
9.	Click in the Description field.
10.	Enter the desired information into the Description field. For this example, enter Analysis .
11.	Click the Look Up button.



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Step	Action
12.	For this example click the 02005 button.

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Step	Action
13.	Notice that the Major Description field populates based on the value in the Education Field code.
14.	The Country and State fields automatically appear when you select a School Code . Click the Look up School Code button.



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Step	Action
15.	In this example, locate the University of California, Berkeley School Code by changing the search filter to search by Description . Click the button to the right of the Search field.
	School Code 🗸

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Step	Action
16.	For this example click the Description list item. Description



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Step	Action
17.	Enter the desired information into the begins with field. For this example, enter U of Calif.
18.	Click the Look Up button.
19.	For this example click the U of California Berkeley button. U OF CALIFORNIA BERKELEY
20.	Click in the Year Acquired field.
21.	Enter the desired information into the Year Acquired field. For this example, enter 2016 .
22.	You can indicate whether or not you graduated. For this example click the Graduated option.
23.	Click the Terminal Degree for Discipline option if this is the maximum level of education available in the given field.



Step	Action
24.	If you need to add another degree, click the Apply and Add Another button. If you have entered all degrees, click the OK button.
	For this example click the OK button.
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25.	Click the scroll bar.
26.	Click the Save button.

Mary Canamar	CALIFORNIA UCPath	🕒 Log out	^	
Primary Title: BUS SYS ANL 3				
Employee ID: 10003129		Ask UCPath Center		
Service Date: 02/27/2017	SUMMARY OF CHANGES			
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Step	Action
27.	If applicable, you can enter additional information in the Comments field.
28.	Click the Submit button.



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Primary Title: BUS SYS ANL 3 Employee ID: 10002130			Ask UCPath Center
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Step	Action
29.	The Submit Confirmation page appears and indicates whether approval is required. In some cases, only self-approval is required. Click the OK button.

Mary Canamar Primary Title: BUS SYS ANL 3 Employee ID:		namar IL 3	MY CURRENT UC PERSON PROFILE Mary Canamar	^
100031	29		Your profile displays skills, competencies, and accomplishments. Review content detail by navigating through the individual tabs and selecting the item description link. Content	
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			Degrees (Requires Approval)	
			There are currently no Degrees for this profile. Please add one if required.	
A 54		-61-	ADD NEW DEGREES	
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Step	Action
30.	Degrees do not appear until after approval. If you need to review degrees before they are approved, click the item(s) pending approval link.
31.	You have entered your education in UCPath online. End of Procedure.

