

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.

Dan Sprau	OR UCPath		😝 Log out
Primary Title: POSTDOC-EMPLOYEE Employee ID: 10049587 Source Date:			Ask UCPath Center
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	There are currently no Honors and Awards for this pro	file. Please add one if required.	
	ADD NEW HONORS AND AWARDS		
Edit profile	Licenses and Certifications (Requires Ap	pproval)	0
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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 Qualifications tab.



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Step	Action		
2.	Click the Qualifications tab.		
	QUALIFICATIONS		
3.	Click the Add New Honors and Awards button.		
	ADD NEW HONORS AND AWARDS		

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ervice Date: 16/01/2016	ADD NEW HONORS AND AWARDS	
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Edit profile		
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Step	Action	
4.	Click in the Issue Date field.	
	09/26/2017	



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

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	My Current Profile	Licenses and Certifications (Requires Approval)				۵
		There are currently no Licenses and Certifications for this profile.	Please add one if required.			
		ADD NEW LICENSES AND CERTIFICATIONS				
Edit p	rofile	SAVE		DISCARD CHANGES		

Step	Action	
14.	To add a license or certification, click the Add New Licenses and Certifications button.	
	ADD NEW LICENSES AND CERTIFICATIONS	



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Primary Title: POSTDOC-EMPLOYEE Employee ID: 10049587			Ask UCPath Center
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Step	Action
15.	Click in the Issue Date field. 09/26/2017 ×
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 Look up License button.
18.	 Select the appropriate license or certification. In this example, search for Clinical Laboratory Scientist. Enter the desired information into the begins with field. For this example, enter Clinical.



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

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Step	Action
29.	Click the Save button.

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	Ask UCPath Center	
SUMMARY OF CHANGES		
Dan Sprau		
This page shows a summary of all the changes that you made that require approval. Any Ch to request approval of these changes	nanges not requiring approval have been successfully saved. Select the Submit button	
Changed Licenses and Certifications (Requires Approval)		
Add: Clinical Laboratory Scientist		
ID: CLS	View >	
Comments		
SUBMIT	CANCEL	~
	Comments	Comments Comments Comments Comments Comments Comments Comments Comments Comments Comments Comments

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



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