**Education**

**Concept**

*Description:* Use the Education page group to record information about an employee's educational background and to track an employee's professional education and training.
There are two navigation paths to enter education data. Either one will take you to the same panels to enter data.

**Navigation Path #1:**

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Click the <strong>Workforce Development</strong> link.</td>
</tr>
<tr>
<td>2.</td>
<td>Click the <strong>Faculty Events</strong> link.</td>
</tr>
<tr>
<td>3.</td>
<td>Click the <strong>Track Events</strong> link.</td>
</tr>
<tr>
<td>4.</td>
<td>Click the <strong>Education</strong> link.</td>
</tr>
</tbody>
</table>
Navigation Path #2:

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.</td>
<td>Click the <strong>Workforce Development</strong> link.</td>
</tr>
<tr>
<td>6.</td>
<td>Click the <strong>Competency Management</strong> link.</td>
</tr>
<tr>
<td>7.</td>
<td>Click the <strong>Track Person Competencies</strong> link.</td>
</tr>
<tr>
<td>8.</td>
<td>Click the <strong>Education</strong> link.</td>
</tr>
</tbody>
</table>
Procedure:

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>9.</td>
<td>To Search for an existing employee record, enter EmplID, Name or Last Name. Dropdown menus can be used to select 'begins with', 'contains', etc. to assist in locating an employee. The more information that is entered, the narrower the search and the shorter the search results list for review.</td>
</tr>
<tr>
<td>10.</td>
<td>Click the <strong>Search</strong> button.</td>
</tr>
</tbody>
</table>

If multiple employee records are listed, click on the appropriate employee record to continue.
Step 11. **Country** defaults to USA, change if applicable.

   Click the **Look up School Type** button.

Step 12. Click an entry in the **Description** column.

Step 13. Click the **Look up Level Achieved** button.

Step 14. Click an entry in the **Description** column.

Step 15. Enter the appropriate date in the **Date Acquired** field.

Step 16. Click the **Completed** option.

Step 17. Enter the desired information into the **School Name** field.

Step 18. Click the **Look Up State** button.

Step 19. Click an entry in the **Description** column.

Step 20. Click the **Professional Ed. and Training** tab.
Step | Action
--- | ---
21. | Click the **Look up Country** button.
22. | Click an entry in the **Description** column.
23. | Click the **Look up Degree** button.
24. | Click an entry in the **Description** column.
25. | Click the **Terminal Degree** option.

**NOTE:** This box should only be checked if the employee has earned the highest degree in their field of study.

26. | Enter the desired information into the **Date Acquired** field.
27. | Click the **Graduated** option.

**NOTE:** Check this box only if employee has graduated.

28. | Enter the desired information into the **Major** field.
29. | Enter the desired information into the **School** field.
<table>
<thead>
<tr>
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<th>Action</th>
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</thead>
<tbody>
<tr>
<td>30.</td>
<td>Click the <strong>Look up Province</strong> button.</td>
</tr>
<tr>
<td></td>
<td><strong>NOTE:</strong> This field will indicate state, province, etc. as determined by the country selected.</td>
</tr>
<tr>
<td>31.</td>
<td>Click an entry in the <strong>Description</strong> column.</td>
</tr>
<tr>
<td>32.</td>
<td>Click the <strong>Save</strong> button.</td>
</tr>
</tbody>
</table>

**Additional Information:**

1. To add additional degrees or education data, click on the Plus (+) key and follow the procedure.
2. Review employee’s **prefix** in Personal Information record. Refer to **Name Change** process to update prefix. Example: change prefix to Dr. when employee completes doctorate degree.
3. Change **Highest Education Level** field in Biographical Details page in Personal Information. Refer to the **Personal Data Change** process to update Highest Education Level field.