



<b>File Name</b>	Licenses_Certificates_BUSPROC.doc
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## Licenses/Certificates

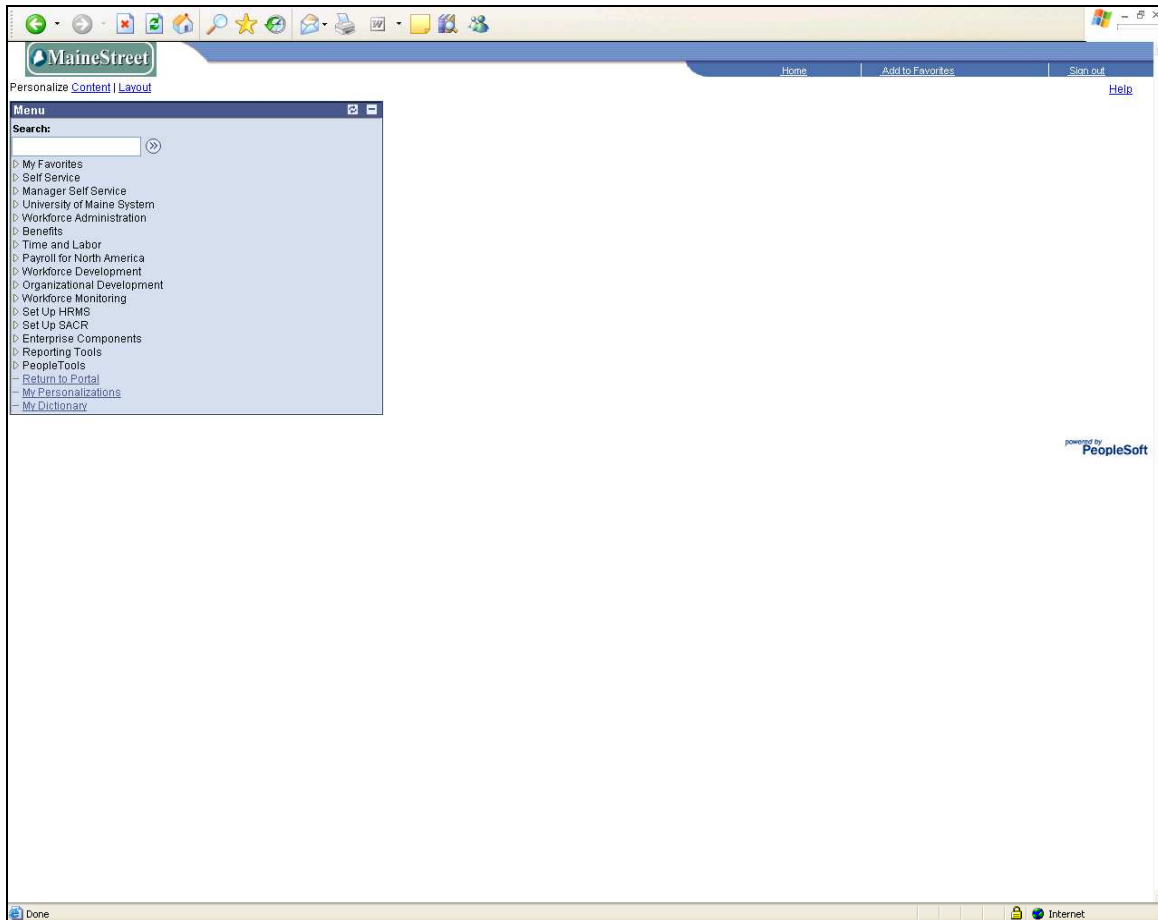
### Concept

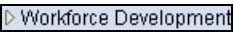
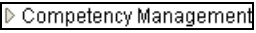
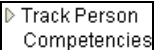
**Description:**

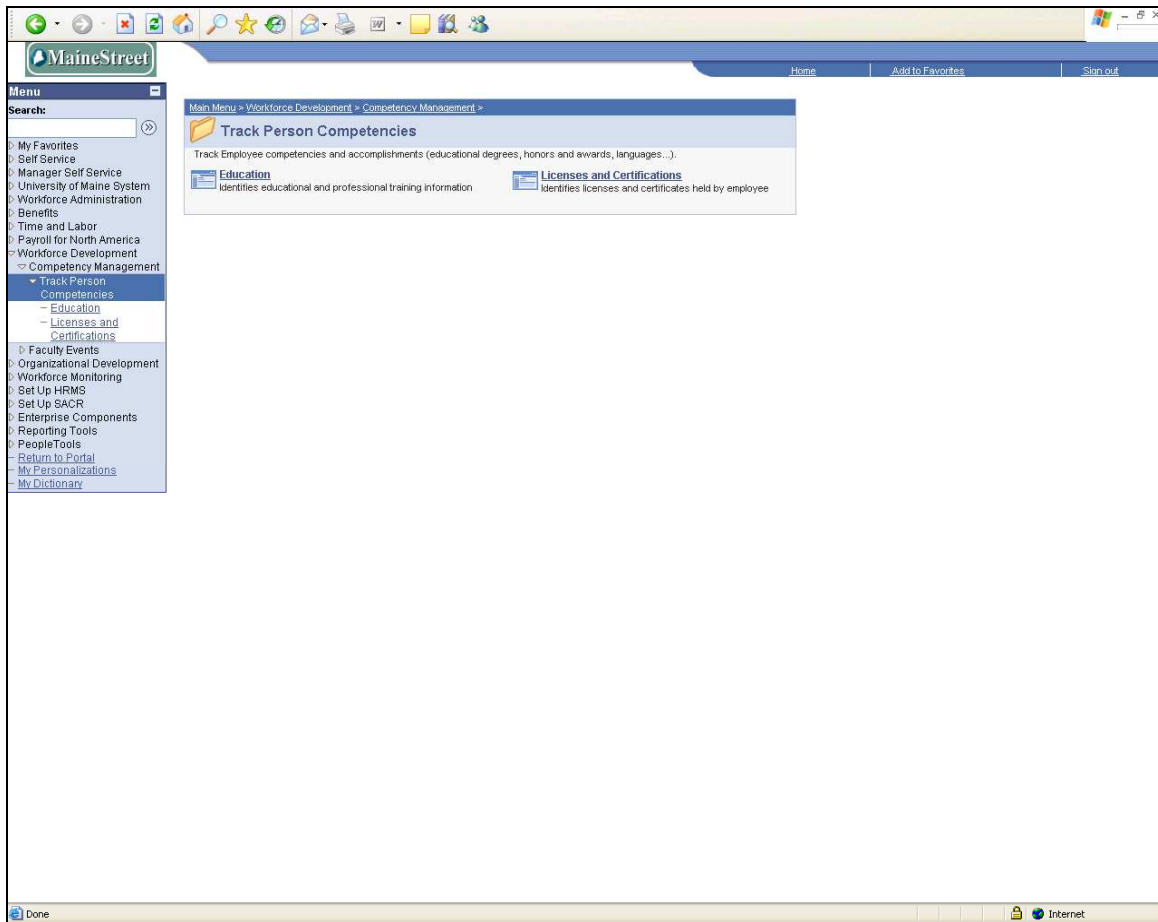
Enter employee licenses and/or certifications which may or may not be required by the University.

Please refer to: <http://www.maine.edu/pdf/UsingUPK.pdf>

## Navigation:

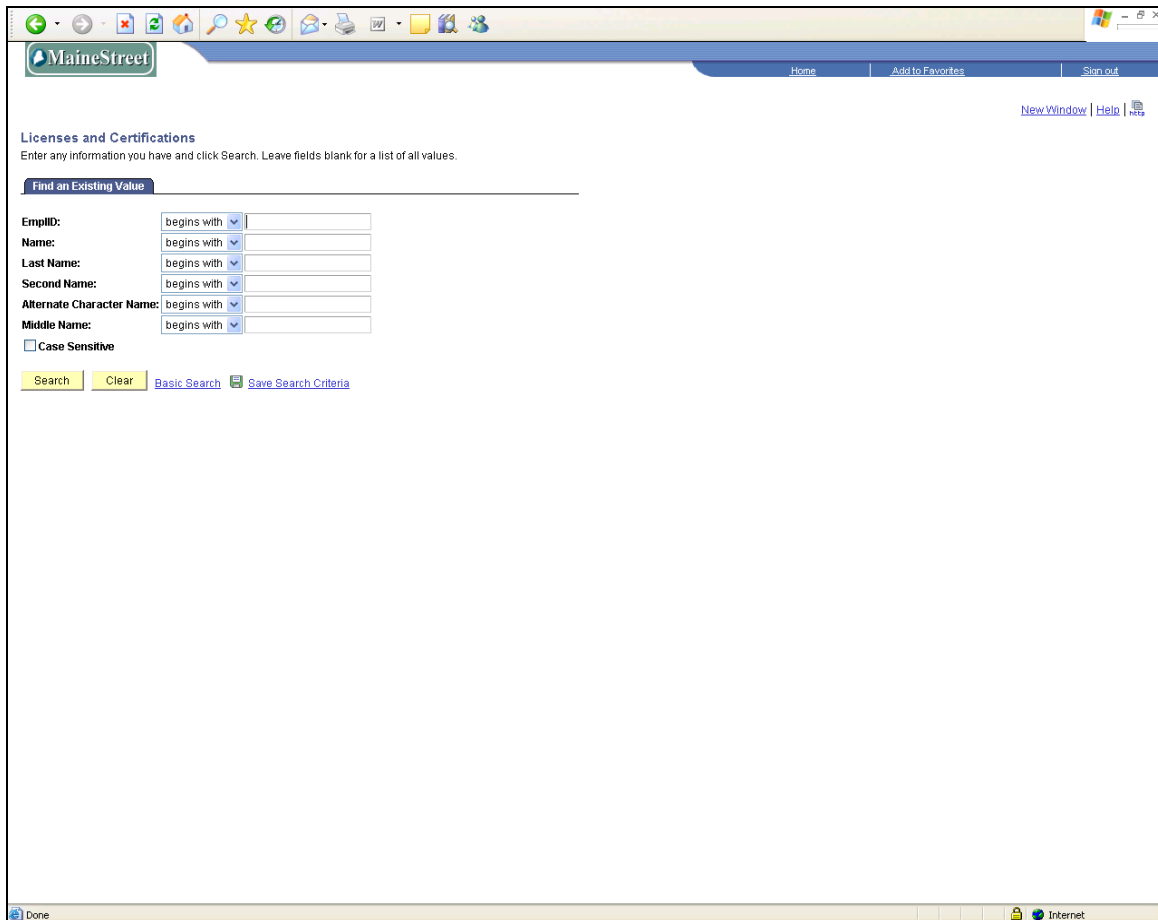


Step	Action
1.	Click the <b>Workforce Development</b> link. 
2.	Click the <b>Competency Management</b> link. 
3.	Click the <b>Track Person Competencies</b> link. 



Step	Action
4.	Click the <b>Licenses and Certifications</b> link.

## Procedure:



The screenshot shows a web browser window displaying the 'MaineStreet' HRMS interface. The page title is 'Licenses and Certifications'. Below the title, there is a search form with the following fields and options:

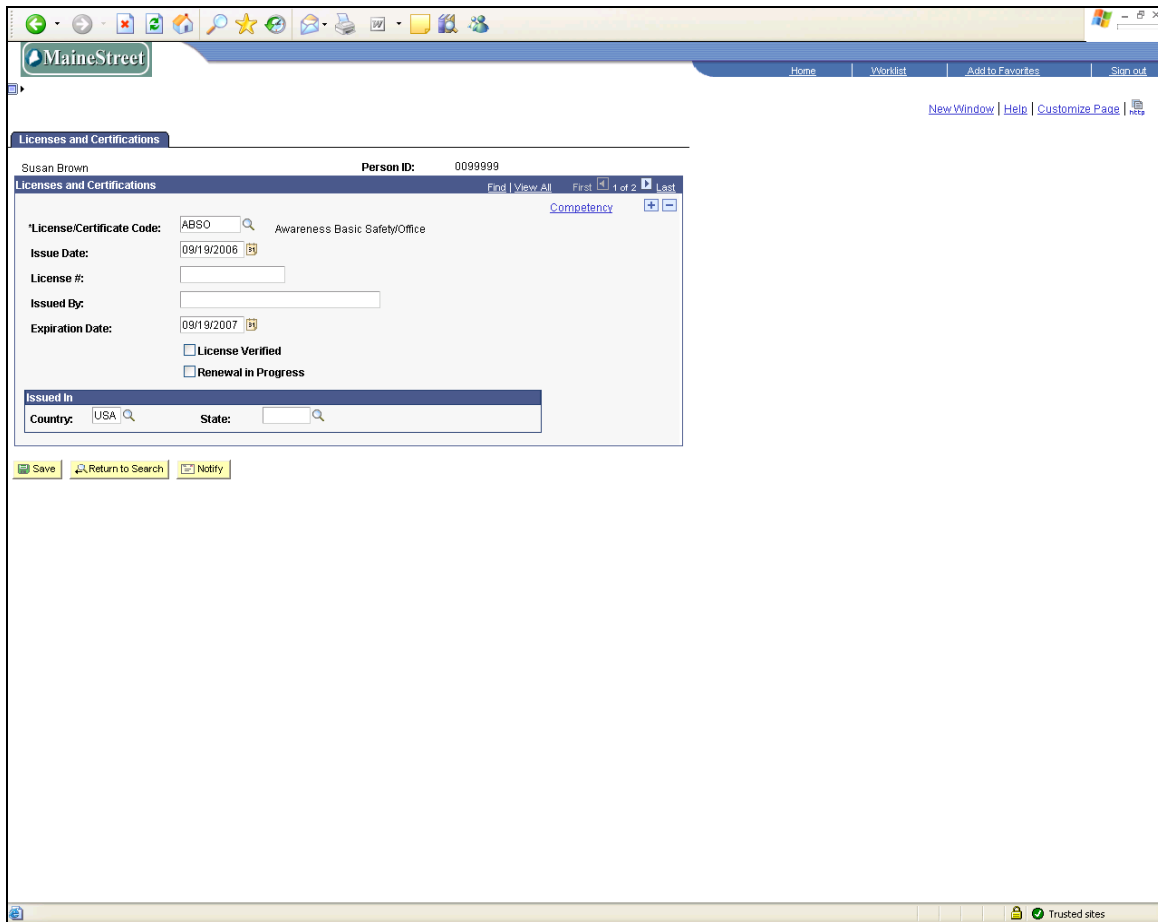
- Find an Existing Value** (button)
- EmpID:** dropdown menu (selected: 'begins with'), text input field
- Name:** dropdown menu (selected: 'begins with'), text input field
- Last Name:** dropdown menu (selected: 'begins with'), text input field
- Second Name:** dropdown menu (selected: 'begins with'), text input field
- Alternate Character Name:** dropdown menu (selected: 'begins with'), text input field
- Middle Name:** dropdown menu (selected: 'begins with'), text input field
- Case Sensitive**
- Search** (button), **Clear** (button), [Basic Search](#) (link), [Save Search Criteria](#) (link)








Step	Action
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|----|---|
| 5. | Enter EmplID, Name or Last Name. Drop down 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. |
| 6. | Click the <b>Search</b> button.   |

If multiple employee records are listed, click on the appropriate employee record.

**Search**



**Licenses and Certifications**  
 Susan Brown **Person ID:** 0099999  
 Find | View All | First 1 of 2 | Last  
 Competency    
**License/Certificate Code:** ABSO  Awareness Basic Safety/Office  
**Issue Date:** 09/19/2006   
**License #:**   
**Issued By:**   
**Expiration Date:** 09/19/2007   
 License Verified  
 Renewal in Progress  
**Issued In**  
**Country:** USA  **State:**  

Step	Action
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- |     |  |
|-----|--|
| 7.  | Click the <b>Plus (+) key</b> to add a new row.<br>                                       |
| 8.  | Click the <b>Look up License/Certificate Code</b> button.<br>                             |
| 9.  | Click an entry in either the <b>License/Certificate</b> or <b>Description</b> column.<br> |
| 10. | Enter the appropriate date into the <b>Issue Date</b> field.   |
| 11. | Enter the desired information into the <b>License #</b> field.   |
| 12. | Enter the desired information into the <b>Issued By</b> field.   |
| 13. | Enter the license expiration data into the <b>Expiration Date</b> field.   |
| 14. | Click the <b>License Verified</b> option.  |

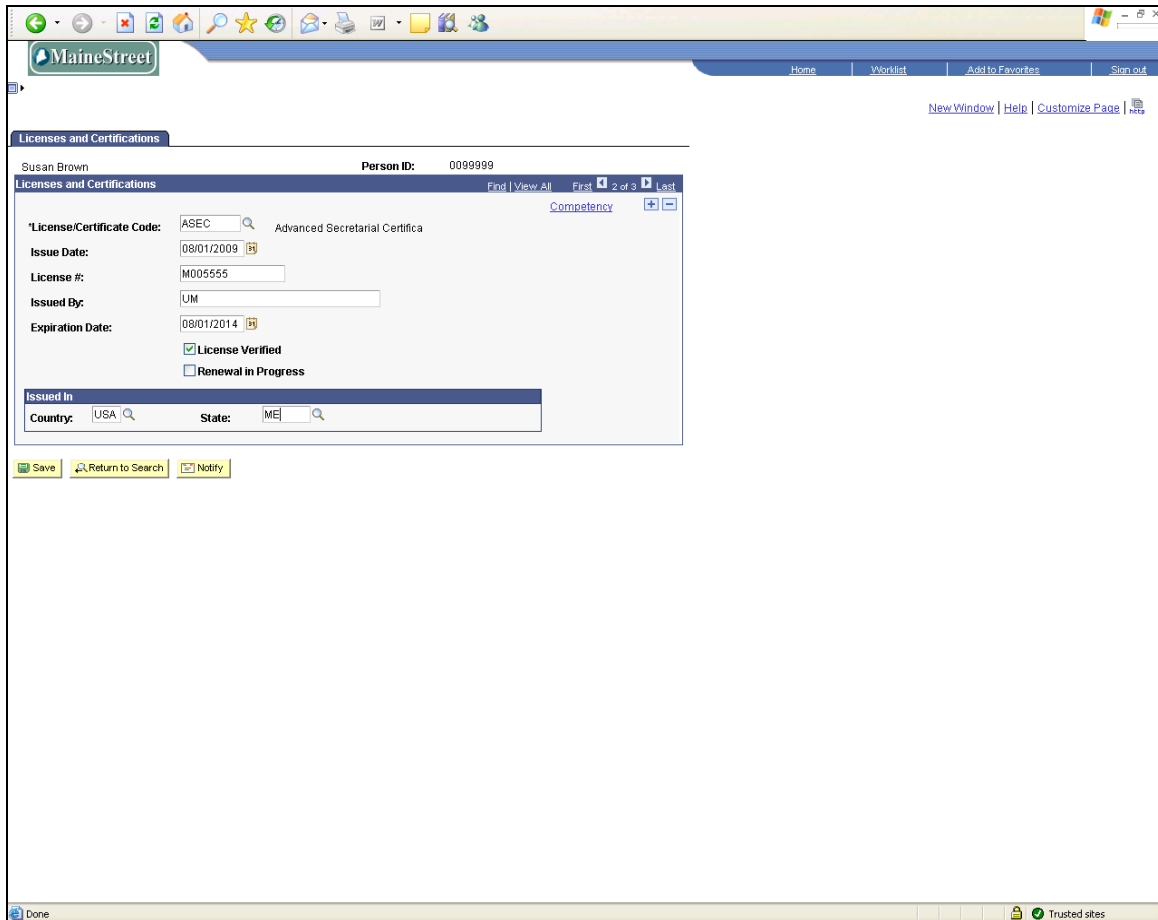
This option is to verify that you have confirmed that the employee holds the required license or certificate.



Step	Action
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15.	Country field defaults to USA...change only if necessary.
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Enter the desired information into the **State** field.



The screenshot shows a web browser window displaying the 'MaineStreet' HRMS interface. The page title is 'Licenses and Certifications' for 'Susan Brown' with 'Person ID: 0099999'. The form contains the following fields and values:

- License/Certificate Code: ASECC (Advanced Secretarial Certifica)
- Issue Date: 08/01/2009
- License #: M005555
- Issued By: UM
- Expiration Date: 08/01/2014
- License Verified:
- Renewal in Progress:
- Issued In: Country: USA, State: ME

At the bottom of the form, there are three buttons: 'Save', 'Return to Search', and 'Notify'.

Step	Action
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16.	Click the <b>Save</b> button.
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17.	<b>End of Procedure.</b>
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