How Do I Add a Degree to My Talent Profile?

Navigation

1. Log into OneUSG Connect.

2. From **Employee Self Service**, click the **Degrees & Certificates** tile.

3. The **Talent Profile** page opens to your **Degree** listing. Existing degrees listed on your profile may displayed here. NOTE: Except for faculty members, degree information from ADP and other sources will not transfer to OneUSG Connect and will need to added here.

Review Existing Degree Information

4. To review an existing degree, click the desired entry in the **Degree** listing.

5. Review the degree information.

6. Click the **Close (X)** icon to return.

Add a Degree

7. Click on the **Add a new item (+)** icon displayed in the **Degrees** section. If no degrees are listed, click the **Add** button.

8. Add the following degree information:

    a. **Date Acquired**: Enter or select the date (using the **Calendar** icon) you acquired the degree.

    b. **Degree**: Click the **Look Up** icon in the **Degree** field.

        i. Click the **Expand** icon for **Search Criteria**.

        ii. If necessary, click the **Show Operators** link (top right of the screen) to change "begins with" to another operator, such as "contains." Use the dropdown list to change the operator.

        iii. Enter all or part of the degree name in the **Description** field.

        iv. Locate the **Degree** and select it.

    c. **Major Code**: Click the **Look Up** icon in the **Major Code** field.

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       i.   Click the **Expand** icon for **Search Criteria**.

      ii.   If necessary, click the **Show Operators** link to change "begins with" to another operator, such as "contains." Use the dropdown list to change the operator.

     iii.   Enter all or part of the major name in the **Description** field.

     iv.   Locate the **Major** and select it.

d. **Status**: Leave as "**Active**"

e. **Country**: Enter "United States" in **Country** field if degree was obtained in this country. Otherwise, use the **Look Up** icon to search for and select the country where the degree was obtained.

f. **State**: Enter the whole state name (no abbreviations) in the **State** field or use the **Look Up** icon to search for and select the state where the degree was obtained.

g. **School Code**: Click the **Look Up** icon for **School Code**.

       i.   Using the **Search Criteria**, search for the school (**Description** field). Locate the school and select it.

      ii.   If you do not find your school listed, click the **Cancel** button. You can contact the Shared Services Center to have the school added to the list.

h. **School Description**: If you found your **School Code** listed and selected it, this field will become read-only with that school's name. If you did not find your school listed when searching in the previous step, enter the name of the school in the **School Description** field.

i. **Second Major**: If you had a **Second Major**, use the **Look Up** icon to search for and select the second major.

j. **Minor**: If you had a **Minor**, use the **Look Up** icon to search for and select the minor.

k. **Graduated**: Indicate whether or not you graduated.

l. **Year Acquired**: Enter the year you acquired the degree.

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      m. **Terminal Degree for Discipline**: Indicate whether this is the terminal degree for this discipline.

      n. **Highest Degree**: Indicate if this is your highest degree.

9. Click the **Continue** button.

10. Click the **Submit for Approval** button.

11. On the **Request Approval** page, enter **Comments**, if desired.

12. Click the **Submit** button.

13. The application will display a message indicating your information has been submitted for approval. Degree entries are validated an approved by the institution's HR Office (or Academic Affairs office for Faculty). Contact your HR representative to determine the proper procedure for submitting any required documentation.

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