

## How Do I Add a License or Certification to My Talent Profile?

### Navigation

1. Log into OneUSG Connect.
2. If the **Employee Self Service** page is not displayed, click the blue **NavBar** and select **Employee Self Service** from the drop down listing.
3. From **Employee Self Service**, click the **Degrees & Certificates** tile.
4. On the **Talent Profile** page, click the **Licenses and Certifications** menu item.
5. If no licenses or certifications are listed, click the **Add** button. Click the **Add (+)** icon if there are listed entries.
6. Enter the following information for the License or Certification:
  - a. **Effective Date:** Enter or select using the **Calendar** icon the effective date for the license/certification.
  - b. **License:** Click the **Look Up** icon to see if the license is listed. If you see the license/certification listed, click it to select it. If you do not see the license/certification listed, contact SSC to request the item to be added.
  - c. **Country:** Enter the **Country** (or use the **Look Up** icon) where the license/certification is valid.
  - d. **State:** Enter the **State** (or use the **Look Up** icon) where the license/certification is valid.
  - e. **Renewal Required:** Indicate if renewal is required for this license/certification.
  - f. **Renewal In Progress:** Indicate if your renewal for this license/certification is in progress.



- g. **Suspended Indicator:** Indicate if your license/certification is currently suspended.
  - h. **Expiration Date:** Enter the expiration date for this license/certification (if any).
  - i. **License/Certification Number:** Enter the License/Certification number if you have one.
  - j. **Issued By:** Enter who issued the license/certification.
7. Click the **Save** button.
  8. License and certification entries may require validation and approval by your HR team. Contact your HR representative to determine if any documentation needs to be submitted.

