

Updating My Credentials

You can add and submit your credentials to HR in UKG.

Navigate to:

Menu > My Info > My HR > HR Actions

1. Click on the Available Tab at the top to view all available HR Actions
2. Scroll down to **"My Credentials"** area click **"+ ADD"** on the far right
3. In the pop-up window, select the credential type from the **Credential Type** drop-down menu.
4. Check the box labeled **"Active"**.
5. Enter the title of the credential you are updating in the **"Document #"** field, ie, if RN certification is being added, enter "Registered Nurse" in the "Document #" field.
6. Enter the date the credential expires in the **"Expires"** field.
7. If an effective date/issued date applies to your credential, enter that date into the **"Issued"** Field.
8. Upload your document - scroll down to the upload documents area and click **"Upload Document"** on the far right of the screen. Label the **Display Name** accordingly.
9. In the pop-up window click on **"Choose"** button and select document that you need to upload.
10. In the **Document Type** drop down menu select **"Credential"** as Document Type and click **Save**.
11. Scroll to the bottom of the page and click **Submit**.