



# Update employee credentials



# Table of Contents

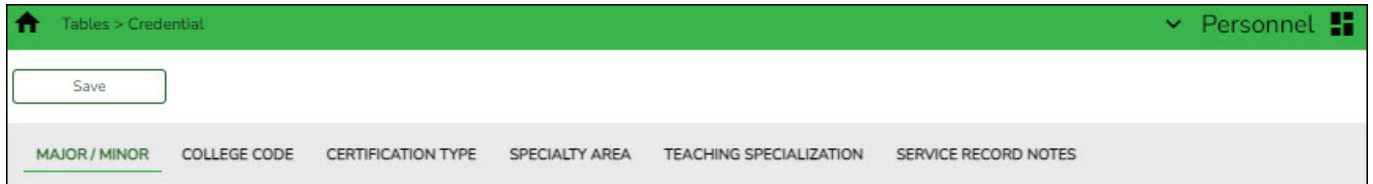
**Update employee credentials** ..... i



# Update staff credentials

## Personnel > Tables > Credential

Update the following tabs to reflect any employee credential changes. This information is used to maintain teacher credentials.



The screenshot shows a web interface for updating staff credentials. At the top, there is a green header bar with a home icon, the text 'Tables > Credential', and a dropdown menu labeled 'Personnel' with a grid icon. Below the header is a white box containing a 'Save' button. Underneath the 'Save' button is a horizontal bar with six tabs: 'MAJOR / MINOR' (which is currently selected and underlined), 'COLLEGE CODE', 'CERTIFICATION TYPE', 'SPECIALTY AREA', 'TEACHING SPECIALIZATION', and 'SERVICE RECORD NOTES'.

This task is usually done by the personnel department and does not affect salary calculations.

The following credential tabs are shared between the current year and next year records; therefore, changes to the current year records are effective in the next year records, and vice versa.

- [Personnel > Tables > Credential > Major/Minor](#)
- [Personnel > Tables > Credential > College Code](#)
- [Personnel > Tables > Credential > Certification Type](#)
- [Personnel > Tables > Credential > Specialty Area](#)
- [Personnel > Tables > Credential > Teaching Specialization](#)