



Update employee credentials

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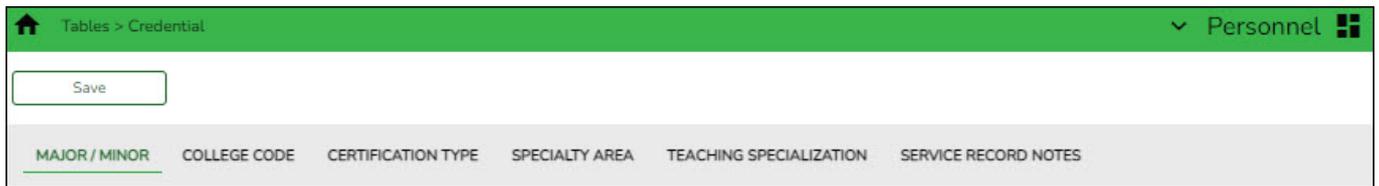
Update employee credentials i

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Personnel > Tables > Credential

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

Note: The Teaching Specialization tab is used to report Pre-K teachers for Class Roster so if there have been changes, you can make those updates now in anticipation of the submission.



The screenshot shows a web interface for updating employee 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 area containing a 'Save' button. Underneath the button is a horizontal list of tabs: 'MAJOR / MINOR', 'COLLEGE CODE', 'CERTIFICATION TYPE', 'SPECIALTY AREA', 'TEACHING SPECIALIZATION', and 'SERVICE RECORD NOTES'. The 'MAJOR / MINOR' tab is currently selected and underlined.

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](#)
- [Personnel > Tables > Credential > Service Record Notes](#)