

collegecode

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Human Resources > Tables > Credential > College Code

This tab is used to maintain codes for colleges and universities as well as the name of the institution and the state in which the institution is located.

Add a college code:

Click **+Add** to add a row.

Note: If an employee has a degree from a foreign university, enter the name of the college only in the **College Name** field.

Field	Description
College Code	Type the code that represents the college or university for the record being added. The code is limited to six characters.
College State	Click ⌄ to select the state, or type the two-character state abbreviation.
College Name	Type the name of the college represented by the college code. The description can be a maximum of 30 characters.

Click **Save**.

Other functions and features:

Retrieve	The **Retrieve** button is also used to retrieve information from the last save. If you click **Retrieve**, any unsaved changes are lost.
Print	Print the code table data. Click to print code table data. The following Credential Code Table options are displayed: **Current Tab Page** - prints only the tab page currently open. **Selected Code Tables** - displays the following Credential Code Table Selection options: Major/Minor Table College Table Certification Type Table Specialty Area Table Teaching Specialty Table Service Record Notes Table **All Account Code Tables** - prints all the Account Codes tab pages. Select an option, and then click **OK** to view a copy of the report. Otherwise, click **Cancel** to return to the tab. Review the report.

	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click **Save**.