



## College Code - HRS2200



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

Click **Save** to save the changes.

### Other functions and features:

<b>Retrieve</b>	The <b>Retrieve</b> button is also used to retrieve information from the last save. If you click <b>Retrieve</b> , any unsaved changes are lost.
<b>Print</b>	<p>Print the code table data.            Click to print code table data. The following Credential Code Table options are displayed:  <b>Current Tab Page</b> - prints only the tab page currently open.  <b>Selected Code Tables</b> - displays the following Credential Code Table Selection options:</p> <ul style="list-style-type: none"> <li>Major/Minor Table</li> <li>College Table</li> <li>Certification Type Table</li> <li>Specialty Area Table</li> <li>Teaching Specialty Table</li> <li>Service Record Notes Table</li> </ul> <p><b>All Account Code Tables</b> - prints all the Account Codes tab pages.            Select an option, and then click <b>OK</b> to view a copy of the report. Otherwise, click <b>Cancel</b> to return to the tab.  <a href="#">Review the report.</a></p>



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

Click **Save**.