



## **Update employee credentials**



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**Human Resources > Tables > Credentials**

Update the following tabs to reflect any employee credential changes. This information is used to keep track of expired teacher credentials.

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

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

[Human Resources > Tables > Credential > Major/Minor](#)

[Human Resources > Tables > Credential > College Code](#)

[Human Resources > Tables > Credential > Certification Type](#)

[Human Resources > Tables > Credential > Specialty Area](#)

[Human Resources > Tables > Credential > Teaching Specialization](#)



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