



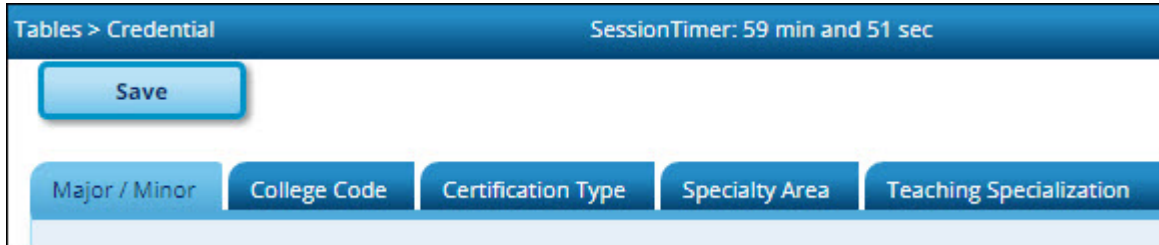
Update employee credentials

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Human Resources > Tables > Credential

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

[Image](#)



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.

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

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

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

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