

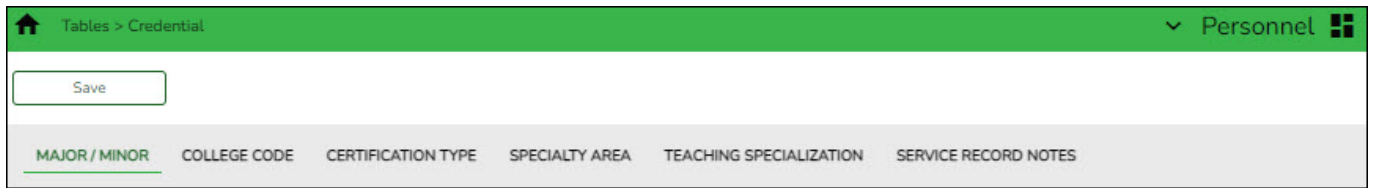


Update employee credentials

Table of Contents

Personnel > Tables > Credential

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



The screenshot shows a web interface for managing credentials. At the top, there is a green navigation bar with a home icon, the text 'Tables > Credential', and a dropdown menu labeled 'Personnel'. Below this bar is a white area containing a 'Save' button. Underneath the button is a horizontal menu with several tabs: 'MAJOR / MINOR' (which is currently selected and underlined), 'COLLEGE CODE', 'CERTIFICATION TYPE', 'SPECIALTY AREA', 'TEACHING SPECIALIZATION', and 'SERVICE RECORD NOTES'.

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:majorminor|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](#)



Back Cover