

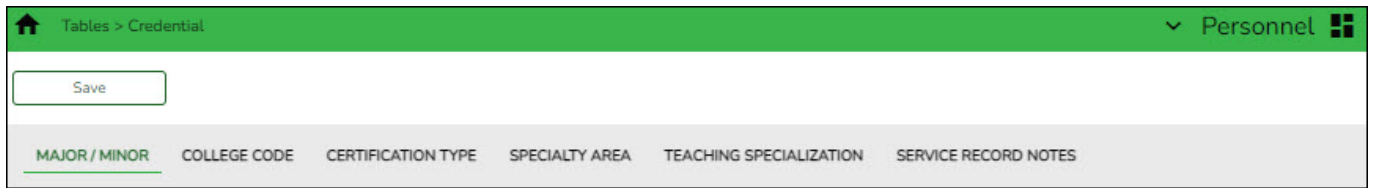


Update employee credentials

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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 header bar with a home icon, the text "Tables > Credential", and a dropdown menu labeled "Personnel" with a hamburger menu icon. Below the header is a white box containing a "Save" button. Underneath the white box is a grey bar with several tabs: "MAJOR / MINOR" (which is 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 > Major/Minor](#)
- [Personnel > Tables > Credential > College Code](#)
- [Personnel > Tables > Credential > Certification Type](#)
- [Personnel > Tables > Credential > Specialty Area](#)
- [Personnel > Tables > Credential > Teaching Specialization](#)



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