



## credentials



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## Human Resources > Maintenance > Staff Demo > Credentials





This tab contains the following employee information categories: education, certification, special credentials, permit, and permit area. The categories contain specifics about where the degree was received, as well as specifics about the certificates and special permits obtained by the employee.

### Add credential data:

<b>Retrieve an existing record.</b>	<a href="#">Search for a record.</a> Begin typing the employee name or number. As you type the data, a drop-down list of corresponding data is displayed. Select an employee and click <b>Retrieve</b> . Or, click <b>Directory</b> to perform a search in the <a href="#">Employees directory</a> .
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Click **+Add** to add a row in any of the below sections.

Under **Education**:

Field	Description
<b>College</b>	Click  to select the college that the employee attended.
<b>Year</b>	Type the year the employee received the degree in the YYYY format.
<b>Major</b>	Click  to select the college major for the employee.
<b>Minor</b>	Click  to select the college minor for the employee.
<b>Degree</b>	Click  to select the degree the employee received from the learning institution.

☐ Click **Refresh College** to update the education grid if any education information is changed or if a new row is added.

Under **Certification**:


Under **Special Credentials**:

Under **Permit**:

Under **Permit Area**:

Click **Save**.

### Other functions and features:

	<a href="#">Delete a row.</a> Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.
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