



ASCENDER GUIDES



**collegecode**



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# College Code - HRS2200

**Human Resources > Tables > Credential > College Code**

This tab is used to maintain codes for colleges and universities as well as the name of the institution and the state in which the institution is located.

## Add college codes:


Click **+Add** to add a row.

**Note:** If an employee has a degree from a foreign university, enter the name of the college only in the **College Name** field.

Field	Description
Campus ID	
Pass/Fail	

Click **Save**.

## Other functions and features:

 [Delete a row.](#)  
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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