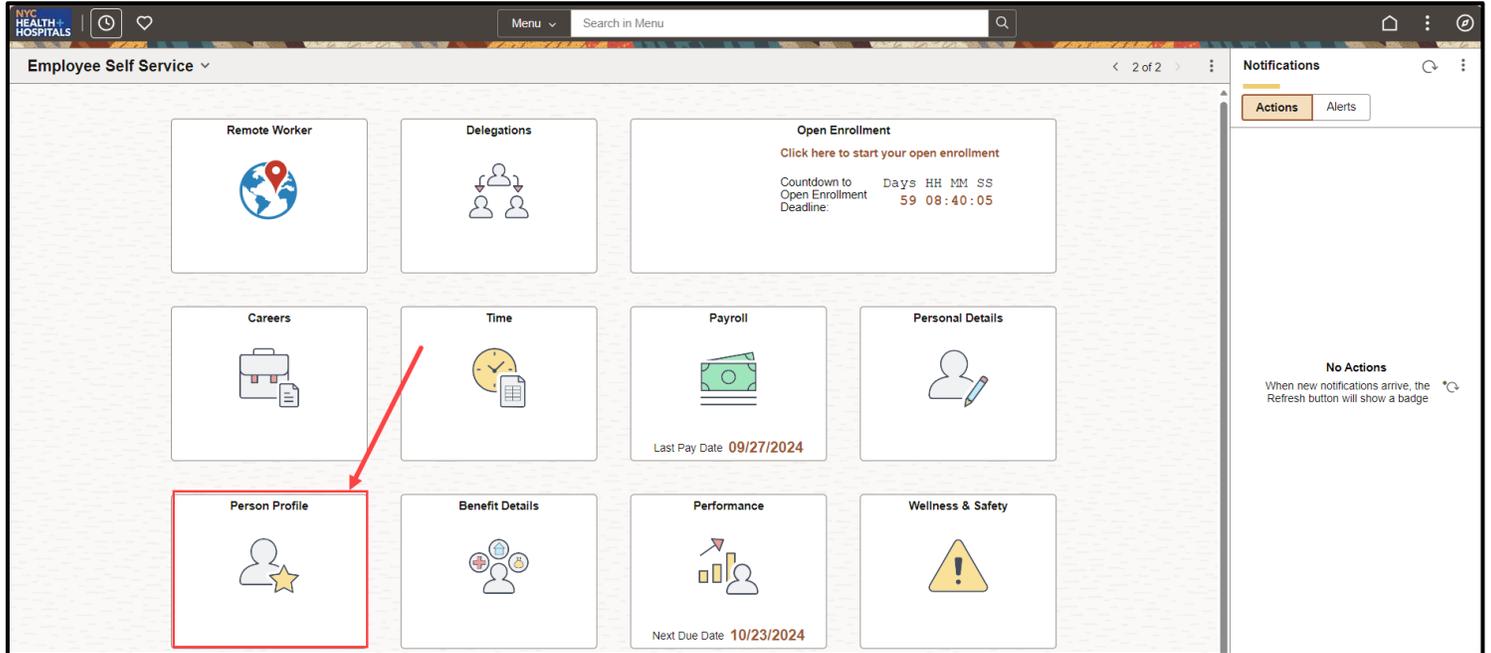
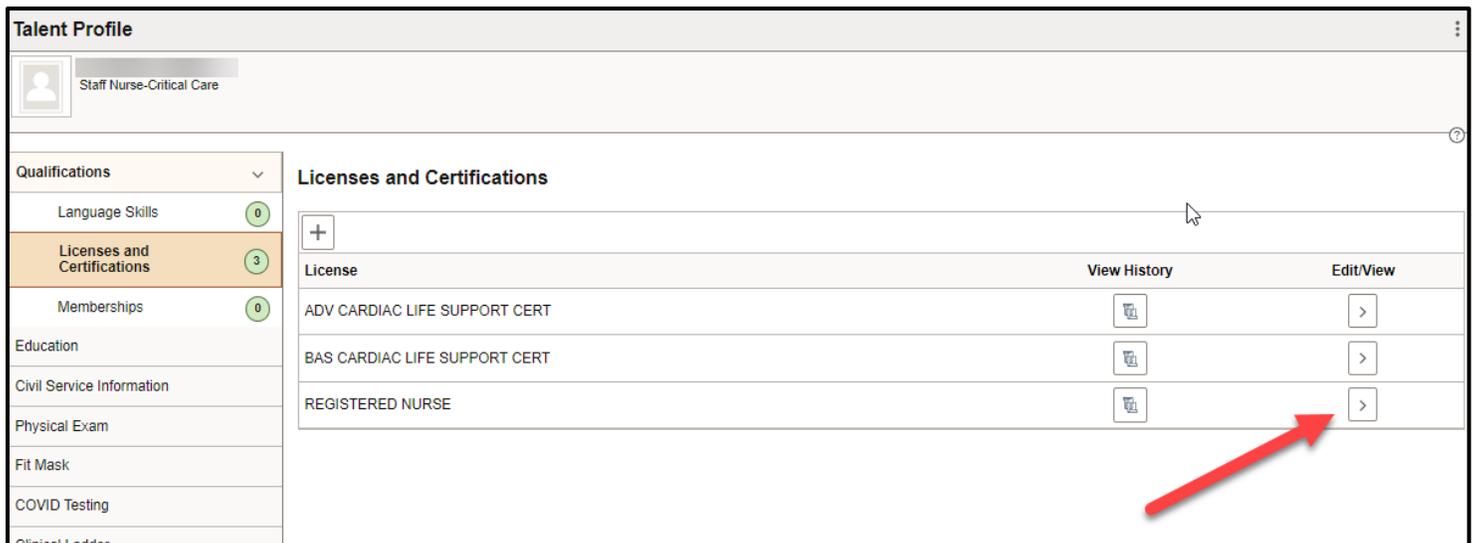


Upload a Renewal License or Certification

1. After successfully logging into PeopleSoft, click on **Person Profile**



2. Person Profile page will display. Click on **Licenses and Certification**, click on the arrow under **Edit/View** on the License or Certification you wish to renew.



3. Click on **Add New Version** to add your license/certification renewal information.

The screenshot shows a web form titled "Licenses and Certifications" with a "Cancel" button on the top left and a "Continue" button on the top right. The form contains the following fields and options:

- Effective Date: 09/12/2022
- License: REGISTERED NURSE
- Details section:
 - *Status: Active (dropdown menu)
 - Country: United States (searchable text box)
 - State: New York (searchable text box)
- Renewal Required: No
- Renewal In Progress: No
- Expiration Date: 10/31/20 (calendar icon)
- Issue Date: 05/05/2005 (calendar icon)
- License/Certification Number: [Redacted]
- Issued By: OP NYS EDU DEPT

At the bottom, there is an "Attachments" section with a message: "No attachments have been uploaded for this profile item." and an "Add Attachment" button.

A red box highlights the "Add New Version" button, and a red arrow points to it from the right.

4. Enter today's date as the **Effective Date**

This screenshot shows a modal window titled "Add New Version" with "Cancel" and "Continue" buttons. The modal is overlaid on a dimmed version of the "Licenses and Certifications" form. The "Effective Date" field in the modal is highlighted with a red box and contains the date "10/01/2024".

The background form shows the same fields as in the previous screenshot, but they are dimmed. The "Add New Version" button from the background form is also visible in the top right of the modal.

5. Enter the renewal information for the license/certification, including the updated expiration date, issue date, and any other information that may be applicable for your renewal. You will upload a copy of the renewed license/certification by clicking on **Add Attachment**.

Cancel Continue

Licenses and Certifications

* Indicates required field

Effective Date 10/01/2024
License REGISTERED NURSE
[Details](#)

*Status Active
Country United States
State New York

Renewal Required No
Renewal In Progress No

Expiration Date 10/01/2029
Issue Date 10/01/2024

License/Certification Number 12345678910
Issued By OP NYS EDU DEPT

▼ Attachments

No attachments have been uploaded for this profile item.

Add Attachment

6. Click **My Device** and open your attachment. Click **Upload** and **Done**.

Approved Accesses Today
Job Aid Template NURSE_CERT
This PC cert
OSDisk (C:) Yesterday

Date modified: 10/3/2024 10:19 AM
Size: 182 KB

Date modified: 10/3/2024 10:19 AM
Size: 182 KB

File Attachment Done

You may attach up to 5 files to upload

Choose From

My Device

NURSE_CERT.pdf
File Size: 182KB

Upload Complete

7. You can click your attachment to review and click **Continue**.

Cancel
Licenses and Certifications
Continue

* Indicates required field

Effective Date 10/01/2024
 License REGISTERED NURSE
[Details](#)

* Status

Country

State

Renewal Required No
 Renewal In Progress No

Expiration Date

Issue Date

License/Certification Number

Issued By

Attachments

File Name	Description	Attached On	Action
NURSE_CERT.p			Delete Attachment

8. The updated license/certification will now appear in your person profile. Click **Submit** for Approval.

Talent Profile
⋮

Staff Nurse-Critical Care

Qualifications

Language Skills 0

Licenses and Certifications 3

Memberships 0

Education

Civil Service Information

Physical Exam

Fit Mask

Licenses and Certifications

+

License	Status	View History	Edit/View
ADV CARDIAC LIFE SUPPORT CERT			>
BAS CARDIAC LIFE SUPPORT CERT			>
REGISTERED NURSE	Update		>

Submit for Approval

Human Resources Shared Services

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9. You will receive an email notification of submission. When your submission is approved or denied, you will receive a notification.

