

ASCENTIS JOB AID UPDATING/ADDING CREDENTIALS

1. Take a picture of the license or certification document you want to attach using your cell phone or digital camera. If using a digital camera, save the picture to your computer desktop. If using a cell phone, your picture will be saved to your phone. You can also scan the document with the new copy machines to your email and then save the pdf file to your desktop.
2. Log In to Ascentis using the [Employee Self Service Log In Instructions](#)
3. Go to My Self/Personal Information/Certification (or License or Education):

The screenshot shows the Ascentis Employee Self Service interface. The top navigation bar includes 'HOME', 'MY SELF', 'MY TEAM', and 'MY COMPANY'. The 'MY SELF' tab is selected. The left sidebar contains various menu items: 'Personal Information' (circled in red), 'Emergency Contacts', 'Licensing Information', 'Certifications', 'Career Ladders', 'Evaluations', 'Education', 'Important Reminder', 'Family Members', 'Benefits', 'My Attachments', and 'Company Links'. Red arrows point to 'Licensing Information', 'Certifications', and 'Education'. The main content area displays personal information for 'Employee', including fields for First Name, Middle Name, Last Name, Nickname, Previous Name, Gender (Female), Marital Status (Single), Country (USA), Street (Line 1) (PO Box 555), Street (Line 2), City (Lakeside), State/Province (AZ), Zip/Postal Code (85929), Home Phone ((999) 999-9999), Work Phone, Work Email Address (sburnside@summithealthcare.net), and Personal Email. A 'Change' button is located at the bottom right of the form.

4. Follow Instructions on the Screen to Add or Change your Credential

The screenshot shows the Ascentis Employee Self Service interface. The top navigation bar includes 'HOME', 'MY SELF', 'MY TEAM', and 'MY COMPANY'. The 'MY SELF' tab is selected. The left sidebar contains various menu items: 'Personal Information', 'Emergency Contacts', 'Licensing Information', 'Certifications', 'Career Ladders', 'Evaluations', 'Education', 'Important Reminder', 'Family Members', 'Benefits', 'My Attachments', and 'Company Links'. Red arrows point to 'Licensing Information' and 'Certifications'. The main content area displays instructions for updating or adding a credential. The instructions are as follows:

In order to complete the update process:

1. Update your license information by selecting the New or "change" link and entering the updated information.
2. Attach a copy of the license in the my "My Attachments" section. (You may take a picture of your license with your cell phone or use a scanner to submit)
3. Your validation is not complete until your attachment is submitted and HR approves your entries.

Below the instructions is a table with the following columns: Action, License Type, License #, and Expiration Date. The table contains one row with the following data:

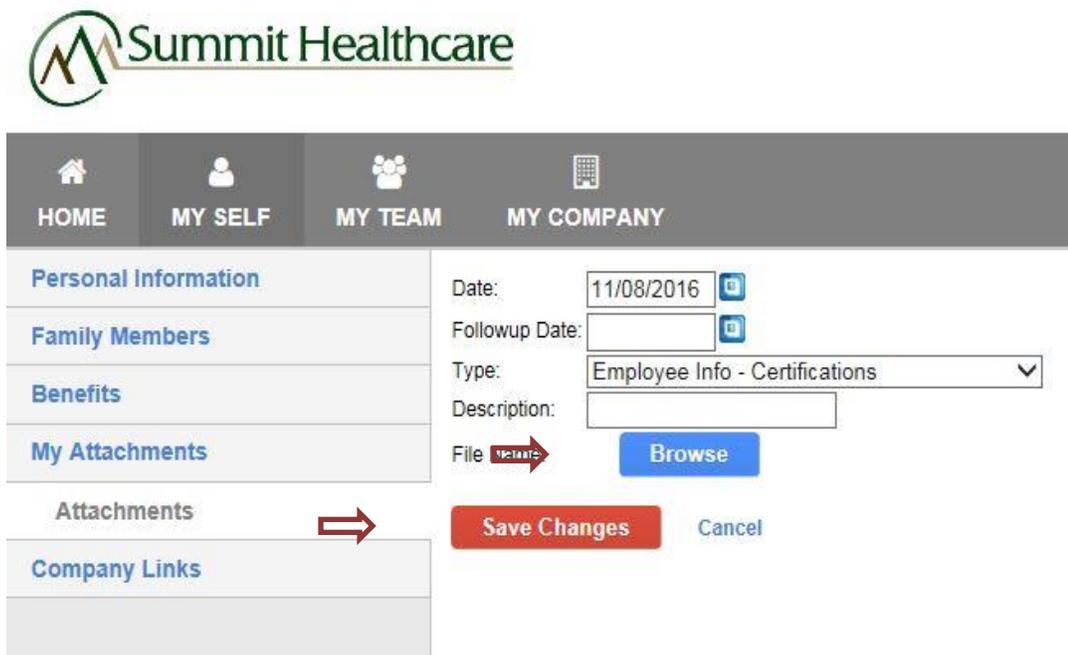
Action	License Type	License #	Expiration Date
View Change Delete	DR		10/31/2015

A red arrow points to a 'New' button located below the table.

- To add an attachment, go to My Attachments and click on the red “Add New” Button.



- Enter the type of attachment (license, certification, education) and other requested information.
- Click on Blue Browse button and locate your picture or document from step 1.



- Once data is entered and file is attached, click the “Save Changes” button. This will send your document to HR for approval and it will then be added to your attachment list permanently.