

ASCENTIS JOB AID: MANAGER SELF SERVICE 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 Team and select the employee you want to work with.



4. When the employee window appears go to the Job Menu and select License, Certification or Education



- If you are entering a new credential select "Add." If you are updating an existing credential select "Change." Enter the current information.

Employee, Old - Certifications

Certifications

In order to complete the update process:

- Update the Employee's certification information by selecting the New or "change" link and entering the updated information.**
- Attach a copy of the certification in the "Attachments" section. (You may take a picture of the certification with your cell phone or use a scanner to submit)**
- Certification validation is not complete until the attachment is submitted and HR approves the entry.**

Actions	Certification Type	Exp Date
change	CPR	01-25-2019

Exp Date: **01-25-2016**
01-25-2019

Certification Type: **CPR**


[Add New](#) [Close](#)

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

Employee, Old

Personal
Employment
Compensation
Job
Leave
Attachments
Attachments
Notes

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Employee ID: 99999
Job Title: Coder II
Employment Status: Contract
Work Phone Number:
Work Email:

Employee, Old - Attachments

Attachments

Show: [All Attachments](#)

Actions	File Name	Type	Date	Followup Date	Description
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[Add new](#) [Close](#)

7. 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.

A screenshot of the Summit Healthcare web application interface. At the top, there is a navigation bar with four tabs: "HOME", "MY SELF", "MY TEAM", and "MY COMPANY". Below the navigation bar is a sidebar menu with the following items: "Personal Information", "Family Members", "Benefits", "My Attachments", "Attachments", and "Company Links". The "Attachments" item is highlighted with a red arrow pointing to the right. The main content area displays a form for adding a new attachment. The form includes the following fields: "Date:" with a value of "11/08/2016" and a calendar icon; "Followup Date:" with an empty field and a calendar icon; "Type:" with a dropdown menu showing "Employee Info - Certifications"; "Description:" with an empty text input field; and "File:" with a red arrow icon and a "Browse" button. At the bottom of the form, there are two buttons: "Save Changes" (red) and "Cancel" (grey).

8. 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 the attachment list permanently.