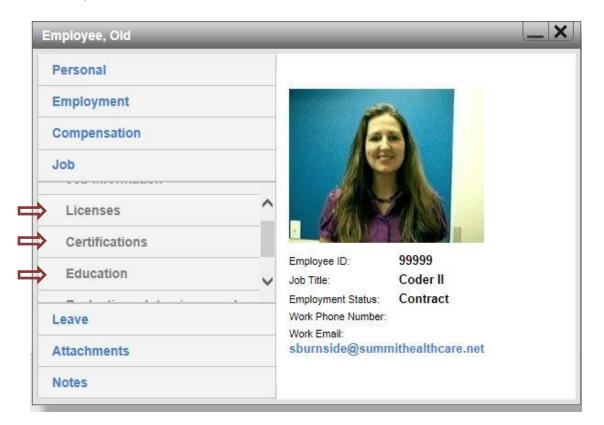
## ASCENTIS JOB AID: MANAGER SELF SERVICE UPDATING/ADDING CREDENTIALS

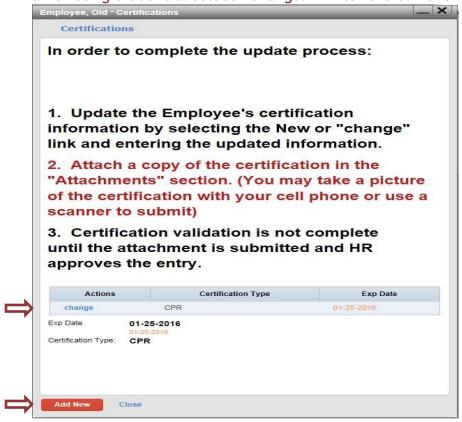
- Take a picture of the license or certification document you want to attach using your cell phone or digital camera. If using a digital camera, save the picture to your computer desktop. If using a cell phone, your picture will be saved to your phone. You can also scan the document with the new copy 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.



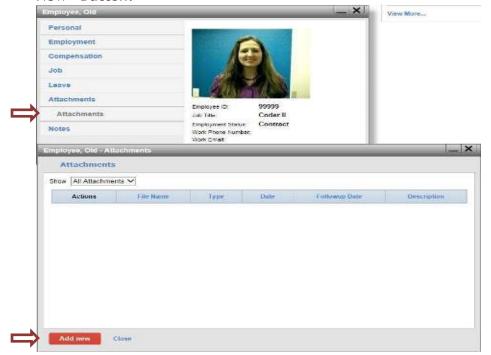
4. When the employee window appears go to the Job Menu and select License, Certification or Education



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

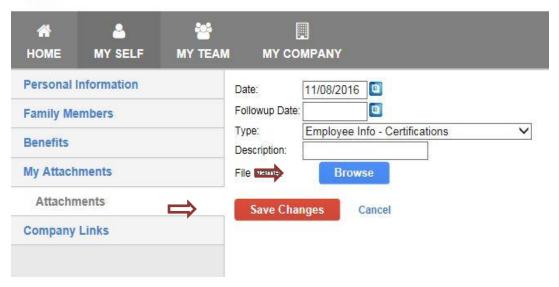


6. To add an attachment, go to My Attachments and click on the red "Add New" Button.



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.





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.