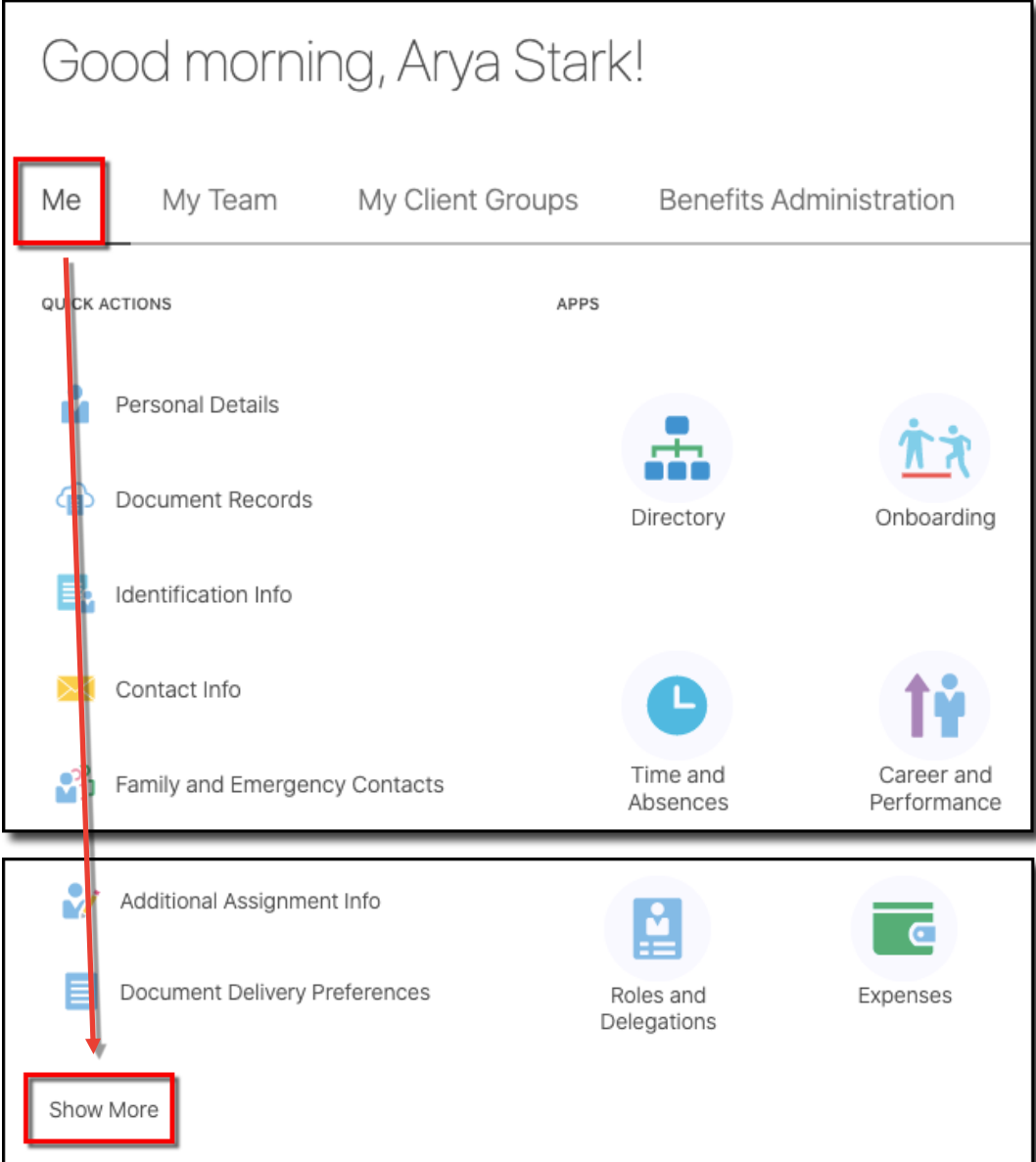
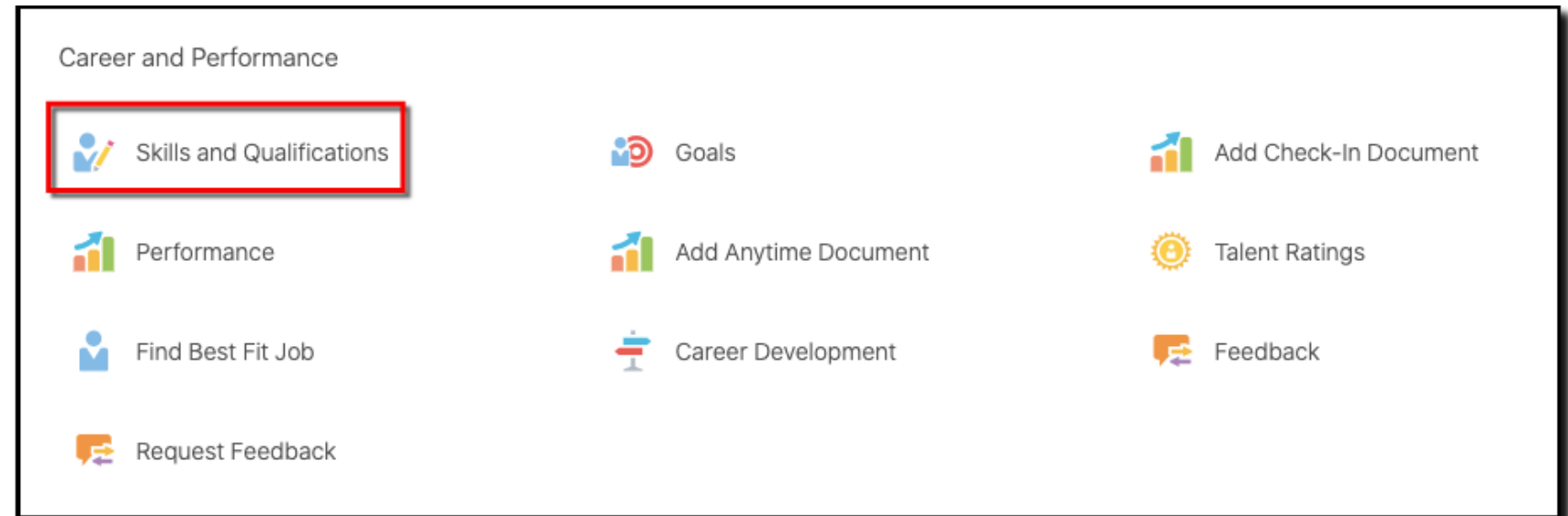


1. Select **Me** to display your employee functions
2. Scroll down and click **Show More**

A screenshot of a web application interface for an employee's profile. At the top, a greeting reads 'Good morning, Arya Stark!'. Below this is a navigation bar with four tabs: 'Me', 'My Team', 'My Client Groups', and 'Benefits Administration'. The 'Me' tab is selected and highlighted with a red box. The main content area is divided into two columns. The left column, titled 'QUICK ACTIONS', lists several options with icons: 'Personal Details', 'Document Records', 'Identification Info', 'Contact Info', and 'Family and Emergency Contacts'. The right column, titled 'APPS', displays six circular icons for 'Directory', 'Onboarding', 'Time and Absences', 'Career and Performance', 'Additional Assignment Info', and 'Document Delivery Preferences'. At the bottom of the page, a 'Show More' button is highlighted with a red box. A red arrow points from the 'Me' tab down to the 'Show More' button, indicating the sequence of actions.

3. Click **Skills and Qualifications** under the **Career and Performance** heading



4. Review your **Profile Strength**

This will increase as you add skills and qualifications to your profile

5. Click the **arrows** on the right side of the page to expand or collapse the content sections

Skills and Qualifications

Arya S Stark

Profile Strength

 7 / 13

A stellar profile can help you advance your career.

Skills

+ Add

PMP

Date Achieved

9/25/2020

Years of Experience

10

Comments

PMP certificate to be able to manage special projects

Skill Type

Work Planning Skills

Competencies

Memberships

Honors and Awards

Licenses and Certifications

Note: Content sections with an **Add** or **Edit** button can be updated by you

6. Click **Add** to add content to your profile or click **Edit** to modify the existing content

Skills

PMP

Date Achieved

9/25/2020

Years of Experience

10

Comments

PMP certificate to be able to manage special projects

Skill Type

Work Plannning Skills

+ Add

^

Note: Content sections without an **Add** or **Edit** button cannot be updated by you

Note: The **Training** section will be populated automatically from Relias and cannot be updated here

Training

There's nothing here so far.

Note: When adding or editing, each section will vary slightly based on the information that is relevant to the specific section

7. Enter all relevant details including required fields indicated with a blue asterisk

8. When finished, click **Save**

9. If required to submit for approval, click **Submit**

Licenses and Certifications

***License or Certificate** Certified Alcohol and Drug Counselor

***Certificate Number** 987654321

***Issue Date** 11/10/2020

Country United States

State MI

Expiration Date m/d/yyyy

Issued By

Renewal Date m/d/yyyy

Comments

Font 2 B I U

Save **Cancel**

Licenses and Certifications

+ Add

⚠ Pending Submission **Submit** **Cancel**

Certified Alcohol and Drug Counselor	Issue Date
State MI	11/10/2020
Country United States	Certificate Number 987654321

Note: Licenses & Certs, Degrees, Credentials, and Authorizations all require HR approval upon submittal

Note: Licenses, Certifications, and Degrees require supporting documentation to be uploaded prior to submittal

Licenses and Certifications

Degrees

Credentialing

Authorization

10. Continue to review and update accordingly until your profile is complete

End of Procedure

Memberships ▼

Honors and Awards ▼

Licenses and Certifications ▲

 We are submitting your changes for approval.

Certified Alcohol and Drug Counselor	
State MI	Issue Date 11/10/2020
Country United States	Certificate Number 987654321
License Masters of Social Work (LMSW)	
State MI	Expiration Date 1/29/2021
Country United States	Certificate Number 54321
Issue Date 1/24/2020	