



Manage Education History

Description

Task: Manage your education history.
Who Performs This Task?: All employees

To manage your education history....

Procedure:

1. Click the My Account  button at the top right of the screen.
2. Click the **View Profile**  hyperlink.
3. From the Job tab, go to the Professional Profile sub-tab.
4. In the Education section, click the Add  link (next to Education) to enter new information or the Edit link to update existing information.
5. Verify that the country defaults to United States of America.
6. Type or use the prompt to enter or update the school.
7. Type or use the prompt to enter or update the Degree.
8. Click the drop down in the Degree Received field to select whether a degree was received.
9. Enter a value in the Year Degree Received field.
10. The other fields are optional. Enter values if desired.
11. Click the **Submit**  button.




Tip: If you do not want to submit the request at this point, you can also click one of the following buttons:

- Click Save for Later to save your changes but not submit
- Click Cancel to cancel the process and start at another time



Information: Your change may need to be approved by your Agency HR staff before it is displayed in your worker profile.

12. Click the **Done**  button.
13. The System Task is complete.