# Manage Certifications

## Description

**Task:** Add or update your professional certifications on your worker profile.
**Who Performs This Task?:** All employees

*To add or update your professional certifications….*

## Procedure:

1. Click the My Account button at the top right of the screen.

2. Click the **View Profile** View Profile hyperlink.

3. Click the **Career** Career tab.

4. Click the Certifications Certifications sub-tab.

5. Click the Add button to add a new certification or the Edit button to edit an existing certification.

6. Type or use the prompt to enter the Certification.

   **Information**: If you cannot find the certification in the list, check the checkbox and enter the Certification Issuer and Name.

7. Enter the Certification Number.

8. Enter the Issued Date.

9. Enter the Expiration Date.

10. If you want to upload electronic copies of the certifications or other documents (as required by the State), click the arrow next to the Attachments section.

11. Click the **Submit** 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 displays in your worker profile.

12. The System Task is complete.