

# Renew and Track External Certifications Quick Steps

1

Access Your Learning Profile

2

Scroll Down to the External Certifications Section

3

Click the Renew Icon

4

Update the Effective and Expiration Dates

5

View Your External Certification History

Dashboard

MY EMPLOYEES

RECRUITING

PERFORMANCE

LEARNING

SUCCESSION

CAREER CENTER

REPORTS

Employees

## Main Dashboard

The high-level steps to renew an External Certification and to view your External Certification History are shown in the menu on the left.

### Navigation

- Click the numbered circles on the left to move to the first step in each phase.
- Use the **Page Down** key to proceed through the quick steps. Use the **Page Up** key to return to a prior slide.

Begin

Kathryn Admin	12-Apr-2018	12-May-2018	+
---------------	-------------	-------------	---

Reine Admin	18-Apr-2018	None	+
-------------	-------------	------	---

Epeleto Administrator	None	None	+
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Best viewed in IE or Adobe PDF Reader.

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## Deltek Talent Management

English 0 ?

Dashboard

MY EMPLOYEES

RECRUITING

PERFORMANCE

LEARNING

My Learning

Learning Profile

Classes Enrolled In

Classes Instructing

External Training

Tuition Assistance

Courses & Classes

Curricula

SUCCESSION

CAREER CENTER

Employees Search...

### Main Dashboard

Get More Widgets

#### Alerts

- New Tuition Assistance Requests (10)
- Appraisal (Mars wf full really) for your employee Mars Mgr is awaiting your signature

Show All

A Click Learning.

B

Click My Learning.

C

Click Learning Profile.

#### My Curriculum Completion Status

CZ - Basketball Curriculum

AB - Healthcare Curriculum

0% 20% 40% 60% 80% 100%

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Personal Profile

## Learning Profile

, Shawn Aaron

+ Expand All Panels

> Curricula

▼ Certifications

### Internal Certifications

*No internal certifications to display*

### External Certifications

Add External Certification

« < 1 > »

Displaying 1 - 2 of 2 10 25 50 100 per page

Scroll to the External Certifications section.

CERTIFICATION NAME ▼ DESCRIPTION ISSUED BY ▼ EFFECTIVE ▼ EXPIRATION ▼ REQUIRED ▼ ACKNOWLEDGED ▼ REMINDER ▼ ACTIONS

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View Your External Certification History



No internal certifications to display

## External Certifications

Add External Certification

« < 1 > »

Displaying 1 - 1 of 1 10 25 50 100 per page

CERTIFICATION NAME ▾	DESCRIPTION	ISSUED BY ▾	EFFECTIVE ▾	EXPIRATION ▾	REQUIRED ▾	ACKNOWLEDGED ▾	REMINDER ▾	ACTIONS
SPHR	Senior Professional in Human Resources. Valid for 3 years.	HR Certification Institute	10/18/2015	10/18/2018	No	No	Yes	 

Certifications that have expired display with the expiration date highlighted in red.

Click the Renew icon.

### ▼ Certification History

## Internal Certification History

No Internal Certification History

## External Certification History

« < 1 > »

Displaying 1 - 3 of 3 10 25 50 100 per page

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Senior Professional in Human Resources. Valid for 3 years.



ISSUED BY

HR Certification Institute

EFFECTIVE



EXPIRATION DATE



UPLOAD FILE

BROWSE

☐ Required to Perform Job Duties

☒ Notify Users Before Expiration

NUMBER OF DAYS TO NOTIFY BEFORE EXPIRATION \* +

The Renew External Certification Screen opens with all information filled in, except the effective date and expiration date. You must enter a new effective date and expiration date. You may also update information in other fields on this screen.

A

Select a new Effective Date.

B

Select a new Expiration Date.

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30

FREQUENCY (DAYS) OF REMINDERS AFTER EXPIRATION

1

REMINDER NOTIFICATION RECIPIENT

→→	→	←	←←
		Administrator	
		Employee	
		Manager	

Save

Cancel

C

Click Save.

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## ▼ Certifications

### Internal Certifications

*No internal certifications to display*



### External Certifications

The renewed certification now displays under the Certifications section, in the External Certifications grid.

Add External Certification

« < 1 > »

Displaying 1 - 1 of 1 10 25 50 100 per page

CERTIFICATION NAME ▼	DESCRIPTION	ISSUED BY ▼	EFFECTIVE ▼	EXPIRATION ▼	REQUIRED ▼	ACKNOWLEDGED ▼	REMINDER ▼	ACTIONS
SPHR	Senior Professional in Human Resources. Valid for 3 years.	HR Certification Institute	10/18/2018	10/18/2021	No	No	Yes	 

## ▼ Certification History

### Internal Certification History

*No Internal Certification History*

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## ▼ Certification History

### Internal Certification History

*No Internal Certification History*

### External Certification History

« < 1 > »

Displaying 1 - 4 of 4 10 25 50

CERTIFICATION NAME ▼	DESCRIPTION	ISSUED BY ▼	EFFECTIVE ▼	EXPIRATION ▼	REQUIRED ▼	ACKNOWLEDGED ▼
SPHR				10/10/2018	No	No
SPHR			10/12/2018	10/14/2018	No	No
SPHR			10/15/2018	10/16/2018	No	No
SPHR	Senior Professional in Human Resources. Valid for 3 years.	HR Certification Institute	10/18/2015	10/18/2018	No	No

Scroll down to the External Certification History grid in the Certification History section of your Learning Profile, to view details about past certifications, including the expired certification we just renewed.

➤ Courses ( Totals: Credits:0 CEUs: 0 )



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## ▼ Certification History

### Internal Certification History

*No Internal Certification History*

### External Certification

This concludes the Renew and Track External Certifications quick steps.

CERTIFICATION NAME ▼	DESCRIPTION ▼	RENEWAL DATE ▼	RENEWAL DATE ▼	REQUIRED ▼	ACKNOWLEDGED ▼
SPHR		10/10/2018		No	No
SPHR		10/12/2018	10/14/2018	No	No
SPHR		10/15/2018	10/16/2018	No	No
SPHR	Senior Professional in Human Resources. Valid for 3 years.	HR Certification Institute	10/18/2015 10/18/2018	No	No

➤ Courses ( Totals: Credits:0 CEUs: 0 )