Use this task to update your honors, awards, licenses or certifications in UCPath online.

**Dashboard Navigation:**
Personal Information > My Current Profile

**Menu Navigation:**
Employee Actions > Personal Information > My Current Profile

**Note:** This example uses sample images as seen on a computer. Sample images appear differently on a tablet or smartphone, but the steps remain the same.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>In this example, you received the American Association for the Advancement of Science award and the Clinical Laboratory Science license. You will enter the award and license on the Qualifications tab.</td>
</tr>
</tbody>
</table>
### Step 2
Click the **Qualifications** tab.

### Step 3
Click the **Add New Honors and Awards** button.

### Step 4
Click in the **Issue Date** field.

- **09/26/2017**
### UCPath Task: Update My Current Profile Qualifications

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>5.</td>
<td>Use the calendar to enter the date the honor or award was issued. In this example, the date will be entered for you.</td>
</tr>
<tr>
<td>6.</td>
<td>Click the <strong>Look up Honor and Award</strong> button.</td>
</tr>
<tr>
<td>7.</td>
<td>For this example click the <strong>Amer Assoc for Adv of Science</strong> button.</td>
</tr>
<tr>
<td>8.</td>
<td>Enter an <strong>End Date</strong> and the <strong>Grantor</strong> of the honor or award, if applicable.</td>
</tr>
<tr>
<td>9.</td>
<td>If you need to add another honor or award, click the <strong>Apply and Add Another</strong> button. If you have entered all honors and awards, click the <strong>OK</strong> button. For this example click the <strong>OK</strong> button.</td>
</tr>
<tr>
<td>10.</td>
<td>To edit or delete existing information, click the appropriate button.</td>
</tr>
<tr>
<td>11.</td>
<td>Click the scroll bar.</td>
</tr>
<tr>
<td>12.</td>
<td>Click the <strong>Save</strong> button.</td>
</tr>
<tr>
<td>13.</td>
<td>A confirmation message indicates that no approvals are required for your entry.</td>
</tr>
</tbody>
</table>

![UCPath screenshot](image)

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>14.</td>
<td>To add a license or certification, click the <strong>Add New Licenses and Certifications</strong> button.</td>
</tr>
</tbody>
</table>

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*Last changed on: 2/13/19*
<table>
<thead>
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<tbody>
<tr>
<td>15.</td>
<td>Click in the <strong>Issue Date</strong> field.</td>
</tr>
<tr>
<td></td>
<td><img src="" alt="09/26/2017" /></td>
</tr>
<tr>
<td>16.</td>
<td>Use the calendar to enter the date the license or certification was issued. In this example, the date will be entered for you.</td>
</tr>
<tr>
<td>17.</td>
<td>Click the <strong>Look up License</strong> button.</td>
</tr>
<tr>
<td>18.</td>
<td>Select the appropriate license or certification. In this example, search for Clinical Laboratory Scientist. Enter the desired information into the <strong>begins with</strong> field. For this example, enter <strong>Clinical</strong>.</td>
</tr>
<tr>
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<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>19.</td>
<td>Click the <strong>Look Up</strong> button.</td>
</tr>
<tr>
<td>20.</td>
<td>For this example click the <strong>Clinical Laboratory Scientist</strong> button.</td>
</tr>
<tr>
<td>21.</td>
<td>If necessary, enter the expiration date. Enter the desired information into the <strong>Expiration Date</strong> field. For this example, enter <strong>08/01/2019</strong>.</td>
</tr>
<tr>
<td>22.</td>
<td>Enter the license or certificate number. Click in the <strong>License/Certification Number</strong> field.</td>
</tr>
<tr>
<td>23.</td>
<td>Enter the desired information into the <strong>License/Certification Number</strong> field. For this example, enter <strong>177-CLS19CA</strong>.</td>
</tr>
<tr>
<td>24.</td>
<td>Enter the name of the agency, organization or authority providing the license or certificate. Click in the <strong>Issued By</strong> field.</td>
</tr>
<tr>
<td>25.</td>
<td>Enter the desired information into the <strong>Issued By</strong> field. For this example, enter <strong>CAMLT</strong>.</td>
</tr>
<tr>
<td>26.</td>
<td>If the license or certification requires renewal, click the <strong>Renewal Required</strong> option. If the renewal is currently in progress, click the <strong>Renewal In Progress</strong> option. If the license has been verified, click the <strong>License Verified</strong> option.</td>
</tr>
<tr>
<td>27.</td>
<td>Click the <strong>OK</strong> button.</td>
</tr>
</tbody>
</table>
Step | Action
--- | ---
28. | To edit or delete existing information, click the appropriate button.

29. | Click the **Save** button.

30. | If applicable, you can enter additional information in the **Comments** field.
31. | Click the **Submit** button.
### Step 32.
The **Submit Confirmation** page appears and indicates whether approval is required. In some cases, only self-approval is required.

Click the **OK** button.

### Step 33.
Licenses and certifications do not appear until after approval. If you need to review the licenses and certifications before they are approved, click the **items pending approval** link.

### Step 34.
You have updated your honors, awards, licenses or certifications in UCPath online.  
**End of Procedure.**