

## How Do I Add a Degree as a Faculty Member?

All employees have the ability to add degrees and certifications through Employee Self Service. Faculty members who enter degrees will have their addition routed via Workflow to Academic Affairs for approval. This is done after all necessary documentation is submitted.

### Navigation

1. Log into **OneUSG Connect**.
2. In **Employee Self Service**, click the **Degrees & Certificates** tile.

#### Review Degree(s)

3. If you have any degrees stored in your profile, click the link in the **Degree** column.
4. Review the information about the degree. If you make any changes, you will need to submit the degree for approval (click **Continue** and follow the directions).
5. To return to the **Degrees** page, click the **Cancel** button.

#### Add a Degree

6. Click the **plus sign** icon.
7. Enter or select the **Date Acquired** for the Degree.
8. Click the **Degree** look up icon.
9. Click the **Expand** icon next to **Search Criteria**.
10. In the **Description** field, enter the beginning part of your degree and click **Search**.
11. Locate your **Degree** and click it to select it.
12. Click the **Major** look up icon.
13. Click the **Expand** icon next to **Search Criteria**.
14. In the **Description** field, enter the beginning part of your major and click **Search**.
15. Locate your **Major** and click it to select it.



16. Using the **Country** look up icon, search for and select the country where you earned the degree.
17. Using the **State** look up icon, search for and select the state where you earned the degree.
18. Click the **School Code** look up icon.
19. Click the **Expand** icon next to **Search Criteria**.
20. In the **Description** very long field, enter the beginning part of the school's name and click **Search**.
21. Locate your **School** and click it to select it. If your school is not listed, click the **Cancel** button.
22. If you found your school in the listing, the **School Description** field will be read-only and list the school name. If you did not find your school in the listing, enter the name of the school in the **School Description** field.
23. If you had a **Second Major**, look up and select the second major.
24. If you had a **Minor**, look up and select the minor.
25. Using the slider, indicate whether you **Graduated** or not.
26. In the **Year Acquired** field, enter the year you earned the degree.
27. Using the slider, indicate whether this is the **Terminal Degree for Discipline**.
28. Using the slide, indicate whether this is the **Highest Degree**.
29. Click the **Continue** button.
30. Your newly added degree will appear on the **Degrees** page with a status of **New**. Click the **Submit for Approval** button.
31. On the **Request Approval** pop-up, enter any **Comments** you wish to attach to this degree submission.
32. Click the **Submit** button.
33. On the **Degrees** page, your newly added degree will appear now with a status of **Pending Approval**.
34. Be sure to send the necessary documentation supporting this degree according to your institution's business practices.



35. When your degree has been approved, it will appear as an **Alert** (flag icon) on your home page.

#### **Complete the Task/Sign Out of Application**

36. If finished working in the system, sign out of the application by clicking the **Action List** icon on the **NavBar**.



37. Click **Sign Out**.

