

Self Service ‘My Biz (NAF)’ Module 2, Chapter 3 Updating My Information

Introduction

Self Service provides you the ability to log into ‘My Biz (NAF)’ and update personal information. The following pages provide a brief overview of this new functionality.

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Update My Information

The 'Update My Information' function allows you to update employee information.

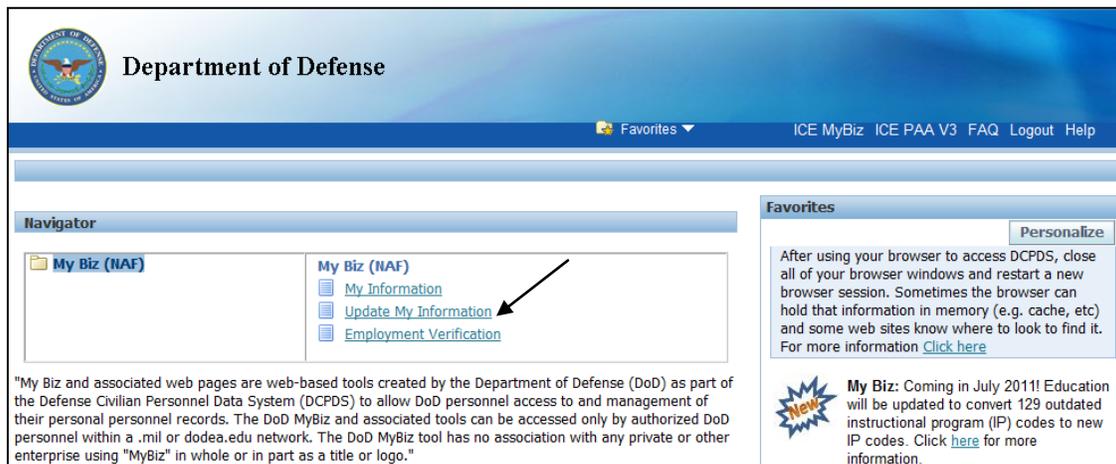


Figure 1

Privacy Act Statement

Before you can 'view, add and/or update' your personal information, you must 'ACCEPT' the 'Privacy Act Statement'.

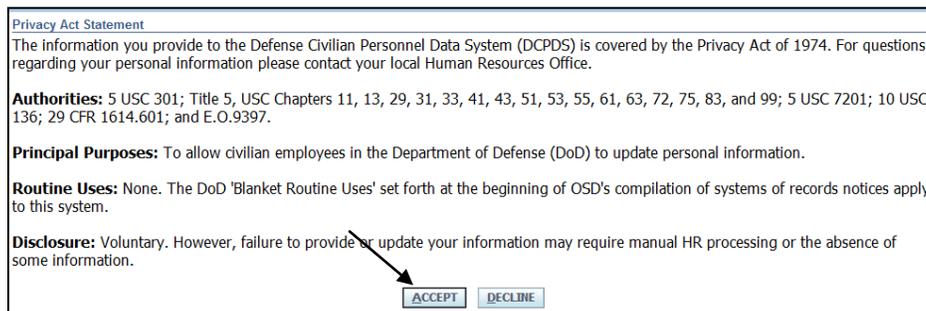


Figure 2



Tabs - The following is a list of the ‘Tabs’ with ‘associated’ information.

The General Information header includes your name and work email address.



Figure 3

The Profile tab allows you to update/change work email address, phone numbers and physical work address.

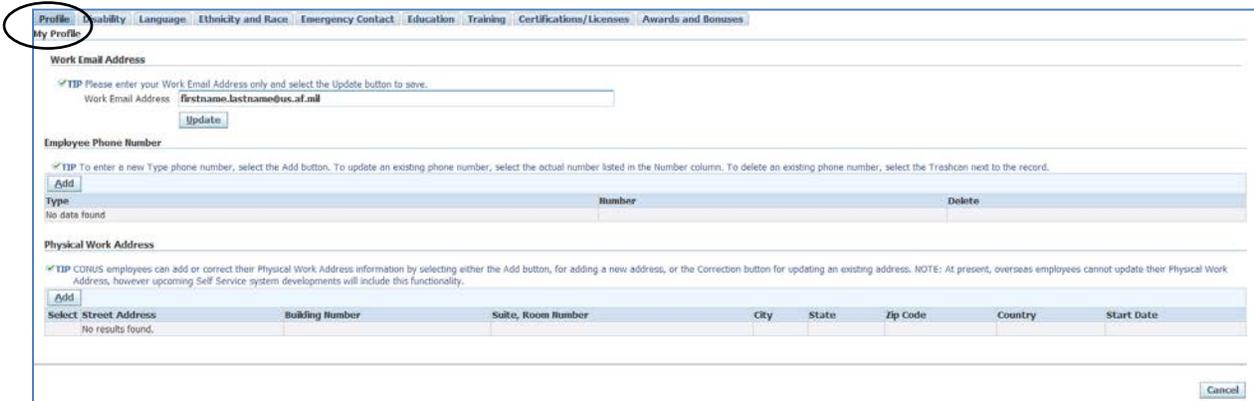


Figure 4

Add or edit Work Email Address

To ‘Add/Update’ work email address, type the new email address and then select the ‘Update’ button. Work email addresses are used to communicate personnel information directly to you.

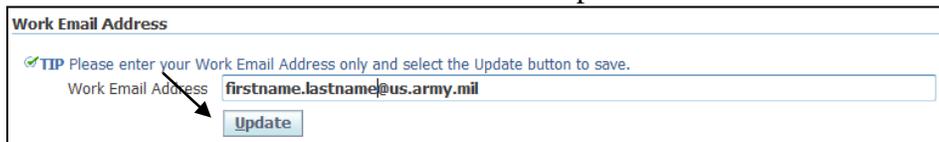


Figure 5

After selecting ‘Update’, a ‘Confirmation’ page displays. Select [Continue Updating Your Information](#) link to continue updating your work information. To return to the ‘My Biz (NAF)’ menu select on [View Your My Biz Account](#) link.



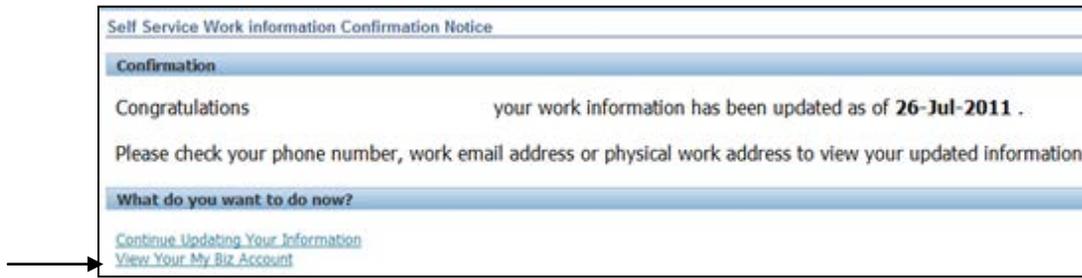


Figure 6

Add or Edit Phone Numbers

To 'add' a new phone number or edit an existing phone number, select the 'Add' button.

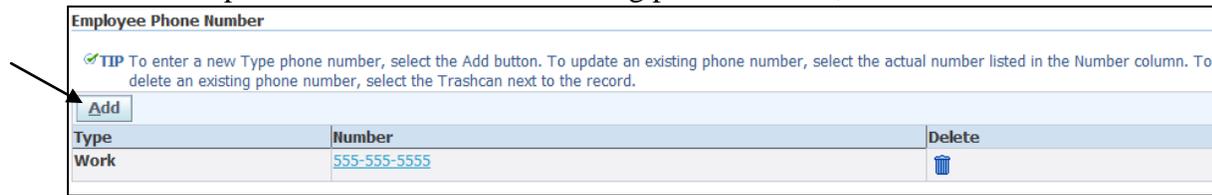


Figure 7

Select a phone type from the drop down list. 'Phone Type' and 'Phone Number' are required fields which are noted with an *. Once you have selected a phone type enter your phone number to include area code and dashes. Extensions may also be included. Example: 123-456-7899 Ext 123. Once you have finished entering your phone number, select the 'Submit' button.



Figure 8

After selecting 'Submit', a 'Confirmation' page displays. After selecting 'Submit', a 'Confirmation' page displays. Select [Continue Updating Your Information](#) link to continue updating



your work information. To return to the 'My Biz (NAF)' menu select on [View Your My Biz Account](#) link.

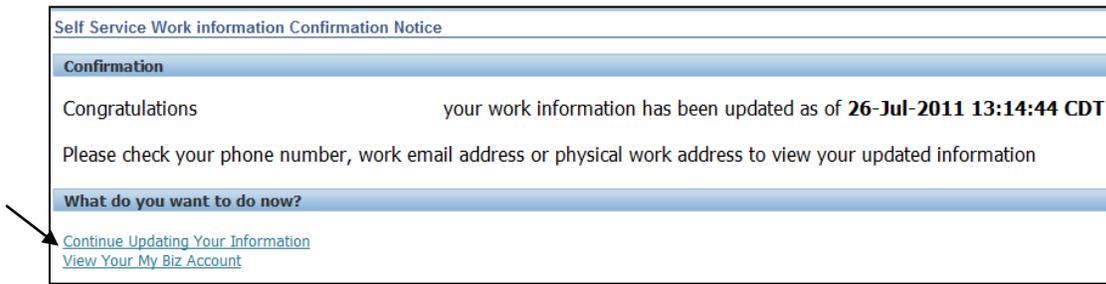


Figure 9

Delete Phone Number

To 'delete' a phone number, select the  button next to the number you want to delete.



Figure 10

A warning screen displays; select the 'Yes' button to process the delete. If you want to cancel the delete, select the 'No' button.

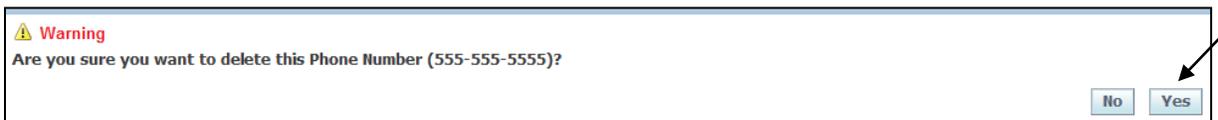


Figure 11



Add Physical Work Address

To 'add' Physical Work Address, select the 'Add' button. Self Service only allows you to 'add' one Physical Work address update within a 24 hour period.

The screenshot shows a form titled "Physical Work Address". At the top left, there is a green checkmark icon followed by a tip: "TIP CONUS employees can add or correct their Physical Work Address information by selecting either the Add button, for adding a new address, or the Correction button for updating an existing address. NOTE: At present, overseas employees cannot update their Physical Work Address, however upcoming Self Service system developments will include this functionality." Below the tip is an "Add" button. Underneath is a table with the following columns: "Select Street Address", "Building Number", "Suite, Room Number", "City", "State", "Zip Code", "Country", and "Start Date". The table currently contains the text "No results found." in the first cell. At the bottom right of the form is a "Cancel" button.

Figure 12

When adding a Physical Work Address, 'Street Address, City, State, Zip Code' are required fields and are noted with an *. Select the 'Submit' button to save data.

The screenshot shows the "Physical Work Address" form with the following fields filled out: "Street Address" (123 Ave G, example: 550 E Street West), "Building Number" (Bldg 499, example: 663), "Suite, Room Number" (Suite E, Room 102, example: 3, 206), "City" (San Antonio), "State" (TX), "Zip Code" (78150-0000, example: 78150-4547), "Country" (United States), and "Date From" (26-Jul-2011). The "Submit" button is highlighted with a black arrow.

Figure 13

After selecting 'Submit', a 'Confirmation' page displays. To return to the Profile tab, select [Continue Updating Your Information](#) link to continue updating your work information. To return to the 'My Biz (NAF)' menu select on [View Your My Biz Account](#) link.

The screenshot shows a "Self Service Work information Confirmation Notice" page. It features a "Confirmation" section with the text: "Congratulations , your work information has been updated as of 26-Jul-2011. Please check your phone number, work email address or physical work address to view your updated information". Below this is a section titled "What do you want to do now?" with two links: "Continue Updating Your Information" and "View Your My Biz Account". A black arrow points to the "Continue Updating Your Information" link.

Figure 14



Edit Physical Work Address

To correct a physical work address select the radio button  next to the physical work address, then select the 'Correction' button.

Physical Work Address

 **TIP** CONUS employees can add or correct their Physical Work Address information by selecting either the Add button, for adding a new address, or the Correction button for updating an existing address. NOTE: At present, overseas employees cannot update their Physical Work Address, however upcoming Self Service system developments will include this functionality.

Select Address |

Select Street Address	Building Number	Suite, Room Number	City	State	Zip Code	Country	Start Date
<input checked="" type="radio"/> 123 Ave G	Bldg 499	Suite E, Room 102	San Antonio	TX	78150-0000	United States	26-Jul-2011

Figure 15

Make the necessary changes to your physical work address, and then select the 'Submit' button.

Physical Work Address

* Indicates required field.

* Street Address
(example: 550 E Street West)

Building Number
(example: 663)

Suite, Room Number
(example: 3, 206)

* City

* State

* Zip Code
(example: 78150-4547)

Country

Date From

Figure 16

After selecting 'Submit', a *Confirmation* page displays. Your changes have now been updated to your personnel record.

Physical Work Address

 **TIP** CONUS employees can add or correct their Physical Work Address information by selecting either the Add button, for adding a new address, or the Correction button for updating an existing address. NOTE: At present, overseas employees cannot update their Physical Work Address, however upcoming Self Service system developments will include this functionality.

Select Address |

Select Street Address	Building Number	Suite, Room Number	City	State	Zip Code	Country	Start Date
<input checked="" type="radio"/> 123 Ave G	Bldg 499	Suite E, Room 102	Universal City	TX	78150-0000	United States	26-Jul-2011

Figure 17



The Disability tab contains your current disability code.

To update handicap code select from the drop down list using the down arrow. Once you have selected the appropriate code, select the 'Update' button.

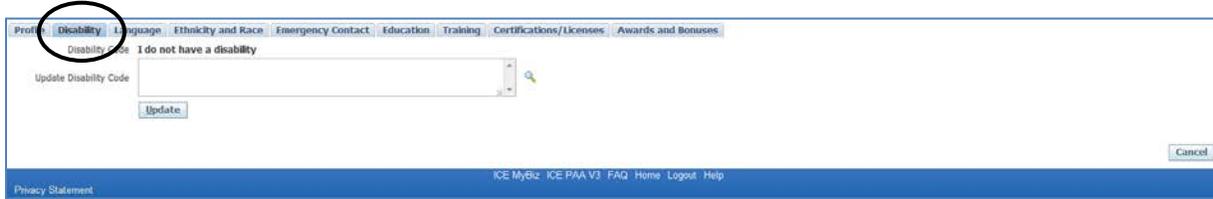


Figure 18

The Language tab contains your languages and 'Consent to Share and Release Language Information' information.

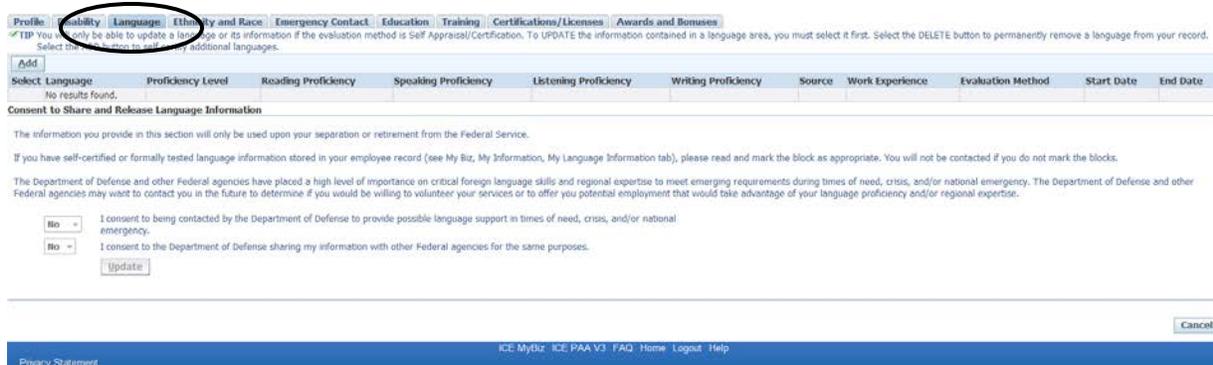


Figure 19

You can 'update' proficiencies in an existing language, 'delete' a language or 'add' a new language to your 'My Biz (NAF)' record.

Select Language	Update	Delete	Add	Proficiency Level	Reading Proficiency	Speaking Proficiency	Listening Proficiency	Writing Proficiency	Source	Work Experience	Evaluation Method	Start Date	End Date
German - DEU	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Proficient	Proficient	Proficient	Proficient	Proficient	Self Study - Post-Secondary Education - F5	Teacher	Self Appraisal/Certification	26-Jul-2011	

Figure 20



To 'update' an existing language you must select the radio button next to the language, then select the 'Update' button. Once all changes have been made, select the 'Submit' button to save your changes.

Figure 21

To 'delete' an existing language you must select the radio button next to the language, then select the 'Delete' button.

Select Language	Update	Delete	Add								
Select	Language	Proficiency Level	Reading Proficiency	Speaking Proficiency	Listening Proficiency	Writing Proficiency	Source	Work Experience	Evaluation Method	Start Date	End Date
<input type="radio"/>	German - DEU	Extremely Proficient	Proficient	Proficient	Proficient	Proficient	Self Study - Post-Secondary Education - F5	Teacher	Self Appraisal/Certification	26-Jul-2011	
<input checked="" type="radio"/>	Arabic-Iraqi - QAI	Limited Knowledge	No Proficiency	Elementary or Limited Knowledge	Elementary or Limited Knowledge	Elementary or Limited Knowledge	Military School other than DLI - E0		Self Appraisal/Certification	26-Jul-2011	

Figure 22

Once you select the 'delete' button, a notification will appear, select on 'Yes' to delete, 'No' to return to the language screen.

Figure 23



To 'add' a new language you must select the "Add" button.

Select Language	Update	Delete	Add									
Select Language	Proficiency Level	Reading Proficiency	Speaking Proficiency	Listening Proficiency	Writing Proficiency	Source	Work Experience	Evaluation Method	Start Date	End Date		
<input type="radio"/> German - DEU	Proficient	Proficient	Proficient	Proficient	Proficient	Self Study - Post-Secondary Education - F5	Teacher	Self Appraisal/Certification	26-Jul-2011			

Figure 24

Use the drop down menus to select the appropriate data for each data field. Once you have completed 'adding' your new language, select the 'Submit' button to save your language.

Language Information

* Language Identifier: Arabic-Iraqi - QAI

* Language Proficiency Level: Limited Knowledge

Language Reading Proficiency: No Proficiency

Language Speaking Proficiency: Elementary or Limited Knowledge

Language Listening Proficiency: Elementary or Limited Knowledge

Language Writing Proficiency: Elementary or Limited Knowledge

Language Proficiency Source: Military School other than DLI - E0

Language Work Experience:

Language Evaluation Method: Self Appraisal/Certification

Start date: 26-Jul-2011 14:31:39 CDT

End Date:

(example: 21-Sep-2005)

Figure 25

After selecting 'Submit', a 'Confirmation' page displays allowing you to 'Print' your information. To return to the 'Language' tab, select [Continue Updating Your Information](#) link to continue updating your work information. To return to the 'My Biz (NAF)' menu select on [View Your My Biz Account](#) link.

Self Service Language Capability Confirmation Notice

Confirmation

Congratulations your language capability has been updated as of **26-Jul-2011 14:31:39 CDT.**

<ol style="list-style-type: none"> 1. Language 2. Language Proficiency Level 3. Language Reading Proficiency 4. Language Speaking Proficiency 5. Language Listening Proficiency 6. Language Writing Proficiency 7. Foreign Language Proficiency Source 8. Language Work Experience (Duty Type) 9. Language Evaluation Method 10. Language End Date 	<p>Arabic-Iraqi - QAI</p> <p>Limited Knowledge</p> <p>No Proficiency</p> <p>Elementary or Limited Knowledge</p> <p>Elementary or Limited Knowledge</p> <p>Elementary or Limited Knowledge</p> <p>Military School other than DLI - E0</p> <p>Self Appraisal/Certification</p>
--	--

To print this page for your records, click on the print button below:

What do you want to do now?

[Continue Updating Your Information](#)
[View Your My Biz Account](#)

Figure 26



Retiring & Separating Employees Consent to Share & Release Your Language Information

The language information you provide in the ‘Consent to Share and Release Language Information’ section of the ‘Language Information’ tab will only be used upon your **retirement** or **separation** from Federal Service. Review and/or update your information now and/or before retiring or separating since all language information in your personnel file will be made available if you chose ‘Yes’ to Consent to Share and Release Your Language Information.

Select Language	Update	Delete	Add	Proficiency Level	Reading Proficiency	Speaking Proficiency	Listening Proficiency	Writing Proficiency	Source	Work Experience	Evaluation Method	Start Date	End Date
German - DEU				Extremely Proficient	Proficient	Proficient	Proficient	Proficient	Self Study - Post-Secondary Education - F5	Teacher	Self Appraisal/ Certification	26-Jul-2011	

Consent to Share and Release Language Information

The information you provide in this section will only be used upon your separation or retirement from the Federal Service.

If you have self-certified or formally tested language information stored in your employee record (see My Biz, My Information, My Language Information tab), please read and mark the block as appropriate. You will not be contacted if you do not mark the blocks.

The Department of Defense and other Federal agencies have placed a high level of importance on critical foreign language skills and regional expertise to meet emerging requirements during times of need, crisis, and/or national emergency. The Department of Defense and other Federal agencies may want to contact you in the future to determine if you would be willing to volunteer your services or to offer you potential employment that would take advantage of your language proficiency and/or regional expertise.

Yes I consent to being contacted by the Department of Defense to provide possible language support in times of need, crisis, and/or national emergency.

Yes I consent to the Department of Defense sharing my information with other Federal agencies for the same purposes.

Self Certified Language Information

Consent to Contact/Share

→

→

Figure 27

1. Review the Consent to Share and Release Language Information section and make appropriate selection.

Notes:

- a. If a valid work email address is in ‘MyBiz (NAF)’, Update My Information, Profile, **Work Email Address** data field, then you will receive a ‘Consent to Share and Release Language Information’ confirmation email if you ‘Update’ your information.
- b. You will not receive a confirmation email if you do not have a work email address in ‘MyBiz’ or you add an email after you initially ‘Updated’ your Consent to Share and Release Language Information; however, you can print the ‘Confirmation page’ for your records.

2. Select either ‘Yes’ or ‘No’ in the section if you have self-certified or formally tested/certified language information in your personnel record. Your consent will be for all languages currently in your personnel record.

Note: In order to share your language information with other Federal Agencies, you must select ‘Yes’ to being contacted by the Department of Defense.



3. Select the 'Update' button if you updated your information.

Select Language	Proficiency Level	Reading Proficiency	Speaking Proficiency	Listening Proficiency	Writing Proficiency	Source	Work Experience	Evaluation Method	Start Date	End Date
<input type="radio"/> German - DEU	Extremely Proficient	Proficient	Proficient	Proficient	Proficient	Self Study - Post-Secondary Education - F5	Teacher	Self Appraisal/Certification	26-Jul-2011	

Consent to Share and Release Language Information

The information you provide in this section will only be used upon your separation or retirement from the Federal Service.

If you have self-certified or formally tested language information stored in your employee record (see My Biz, My Information, My Language Information tab), please read and mark the block as appropriate. You will not be contacted if you do not mark the blocks.

The Department of Defense and other Federal agencies have placed a high level of importance on critical foreign language skills and regional expertise to meet emerging requirements during times of need, crisis, and/or national emergency. The Department of Defense and other Federal agencies may want to contact you in the future to determine if you would be willing to volunteer your services or to offer you potential employment that would take advantage of your language proficiency and/or regional expertise.

Yes I consent to being contacted by the Department of Defense to provide possible language support in times of need, crisis, and/or national emergency.

Yes I consent to the Department of Defense sharing my information with other Federal agencies for the same purposes.

Figure 28

Note: You will not be contacted if you do not select 'Yes' in the Consent to Contact drop down fields.

4. Once you submit your information, a 'Confirmation' page displays allowing you to 'Print' your information. To return to the 'Language' tab, select [Continue Updating Your Information](#) link to continue updating your work information. To return to the 'My Biz (NAF)' menu select on [View Your My Biz Account](#) link.

Consent to Share and Release Language Information for Federal Employees who are Retiring/Separating

Confirmation

Congratulations, your 'Consent to Share and Release Language Information' has been updated as of **26-Jul-2011 15:12:38 CDT**.

If you have a stored work email address in My Biz and you answered 'Yes' to Contact and Share Your Language Information, then you will receive a Confirmation Email for your records.

Yes : I consent to being contacted by the Department of Defense to provide possible language support in times of need, crisis, and/or national emergency.

Yes : I consent to the Department of Defense sharing my information with other Federal agencies for the same purposes.

To print this page for your records, click on the print button below:

What do you want to do now?

[Continue Updating Your Information](#)
[View Your My Biz Account](#)

Figure 29



Ethnicity and Race tab contains your ethnicity and race.

Figure 30

To ‘update’ ethnicity and race, answer the ‘Are You Hispanic or Latino?’ question and use the drop down menu to view to select either ‘Yes’ or ‘No’. Once you are ready to update, select the ‘Submit’ button. To ‘print’ the SF181 form, select the  button.

To view the SF181 Privacy Act Statement, select the  button.

Figure 31

The SF181 can either be saved to your computer using the ‘Save’ button or can be ‘opened’ and printed. To open the SF181 select the ‘Open’ button.





Figure 32

SF181

To print the SF181 select on the printer icon  or select 'File, Print'. To exit this page, select 'File', 'Exit'.

U.S. Office of Personnel Management Guide to Personnel Data Standards		ETHNICITY AND RACE IDENTIFICATION (Please read the Privacy Act Statement and Instructions before completing form.)	
Name (Last, First, Middle Initial)		Social Security Number	Birthdate (Month and Year) Month, Year
Agency Use Only 24 May 2006 05:44 PM			
Privacy Act Statement Ethnicity and race information is requested under the authority of 42 U.S.C. Section 2000e-16 and in compliance with the Office of Management and Budget's 1997 Revisions to the Standards for the Classification of Federal Data on Race and Ethnicity. Providing this information is voluntary and has no impact on your employment status, but in the instance of missing information, your employing agency will attempt to identify your race and ethnicity by visual observation. This information is used as necessary to plan for equal employment opportunity throughout the Federal government. It is also used by the U. S. Office of Personnel Management or employing agency maintaining the records to locate individuals for personnel research or survey response and in the production of summary descriptive statistics and analytical studies in support of the function for which the records are collected and maintained, or for related workforce studies. Social Security Number (SSN) is requested under the authority of Executive Order 9397, which requires SSN be used for the purpose of uniform, orderly administration of personnel records. Providing this information is voluntary and failure to do so will have no effect on your employment status. If SSN is not provided, however, other agency sources may be used to obtain it.			
Specific Instructions: The two questions below are designed to identify your ethnicity and race. Regardless of your answer to question 1, go to question 2.			
Question 1. Are You Hispanic or Latino? (A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Question 2. Please select the racial category or categories with which you most closely identify by placing an "X" in the appropriate box. Check as many as apply.			
RACIAL CATEGORY (Check as many as apply)		DEFINITION OF CATEGORY	
<input type="checkbox"/> American Indian or Alaska Native		A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.	
<input type="checkbox"/> Asian		A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.	
<input type="checkbox"/> Black or African American		A person having origins in any of the black racial groups of Africa.	
<input type="checkbox"/> Native Hawaiian or Other Pacific Islander		A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.	
<input checked="" type="checkbox"/> White		A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.	

Figure 33



Emergency Contact tab contains your emergency contact information.

Select the link [Emergency Contact](#) to 'add, change or remove' your emergency contact information.



Figure 34

Adding Emergency Contact Information

To add an emergency contact person, select the 'Add' button.

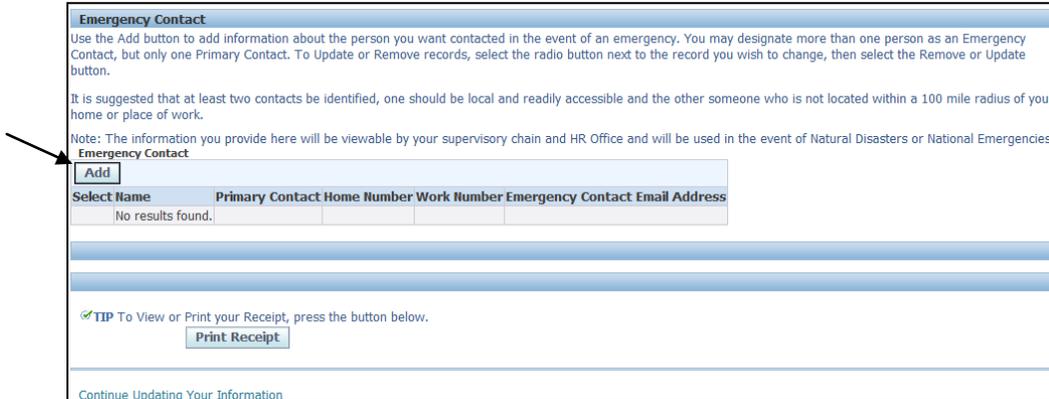


Figure 35

Complete the following: 'Name' (first, middle, last), 'Email Address', Primary Contact, Residence Address' and 'Phone Number(s)' and select the 'Next' button.

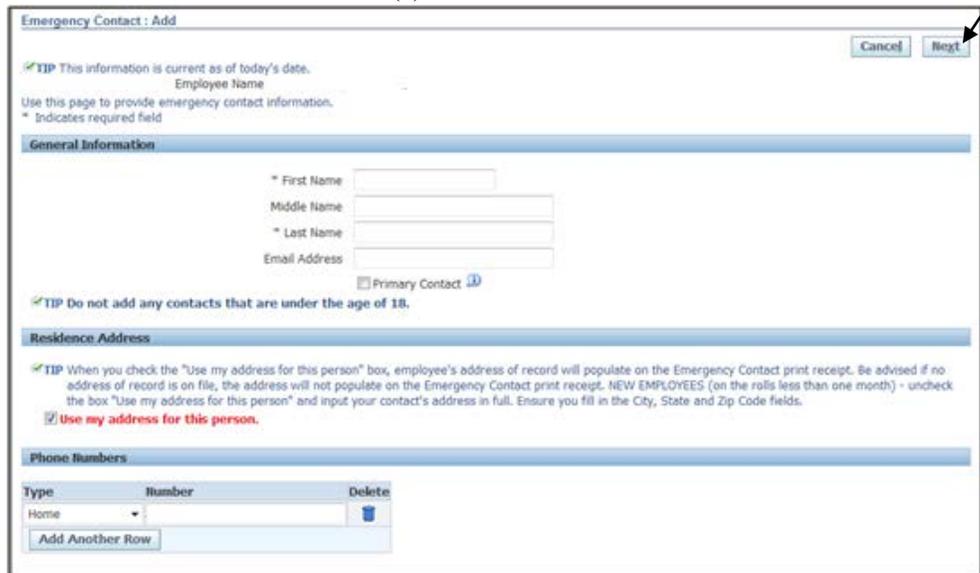


Figure 36



Select the 'Submit' button to save your information. Select the 'Back' button to return to the previous screen to make any necessary corrections. To print this information, select the 'Printable Page' button. To exit without saving your information, select the 'Cancel' button.

Figure 37

Updating Emergency Contact Information

To 'update' information on an existing emergency contact person, first select the radio button next to the contact's name, and then select the 'Update' button.

Select Name	Primary Contact	Home Number	Work Number	Emergency Contact	Email Address
<input checked="" type="radio"/> LastName, FirstName MiddleName	Yes	555-555-5500			FirstName@hotmai.com

Figure 38



Make the necessary updates and select the 'Next' button.

Emergency Contact: Update

TIP This information is current as of today's date.
Employee Name

Use this page to provide emergency contact information.
* Indicates required field

General Information

* First Name:
 Middle Name:
 * Last Name:
 Email Address:
 Primary Contact

TIP Do not add any contacts that are under the age of 18.

Residence Address

TIP When you check the "Use my address for this person" box, employee's address of record will populate on the Emergency Contact print receipt. Be advised if no address of record is on file, the address will not populate on the Emergency Contact print receipt. NEW EMPLOYEES (on the rolls less than one month) - uncheck the box "Use my address for this person" and input your contact's address in full. Ensure you fill in the City, State and Zip Code fields.
 Use my address for this person.

Phone Numbers

Type	Number	Delete
Home	555-555-5500	
Work	555-555-5200	

Figure 39

A 'Review' page will appear so that you can ensure the information is correct before saving. The items marked with a blue dot are those items that were changed. Select the 'Submit' button to save your information. Select the 'Back' button to return to the previous screen to make any necessary corrections. To print this information, select the 'Printable Page' button. To exit without saving your information, select the 'Cancel' button.

Update My Information: Review

TIP This information is current as of today's date.
Employee Name
Business Group

Employee Number

Please review your changes. You must select the "Submit" button to save your changes.

Maintain Contact

Contact

	Current	Proposed
First Name	FirstName	FirstName
Last Name	LastName	LastName

Phone

	Current	Proposed
Home	555-555-5500	555-555-5500
Work		555-555-5200

Figure 40



A 'Confirmation' page displays when your information has been submitted. To return to the 'Emergency Contact' page select, the 'Return to Overview' button.

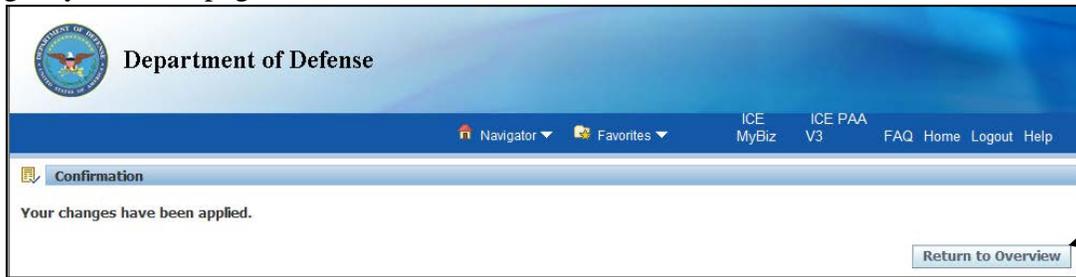


Figure 41

A 'Warning' page will be displayed if you selected 'Cancel'. If you want to cancel and exit, select the 'Yes' button. If you want to return to the previous page select the 'No' button.



Figure 42

Removing Emergency Contact Information

To 'remove' an emergency contact, first select the radio button next to the person you want to 'remove' and then select the 'Remove' button.

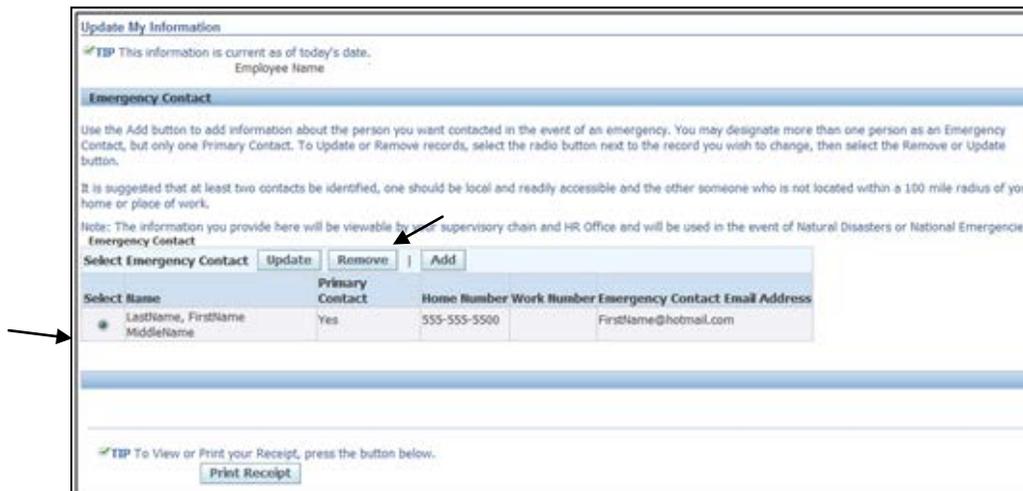


Figure 43



Once you have verified that you selected the correct person to remove, select the 'Next' button to continue.

Figure 44

Select the 'Submit' button to remove and save your change. Select the 'Back' button to return to the previous screen to make any necessary corrections. To print this information, select the "Printable Page" button. To exit without removing your contact person, select the 'Cancel' button.

Figure 45

A 'Confirmation' page will display when your information has been removed. To return to the Emergency Contact page select the 'Return to Overview' button.

Figure 46



A 'Warning' page will display if you selected 'Cancel'. If you want to cancel and exit, select the 'Yes' button or to return to the previous page select the 'No' button.

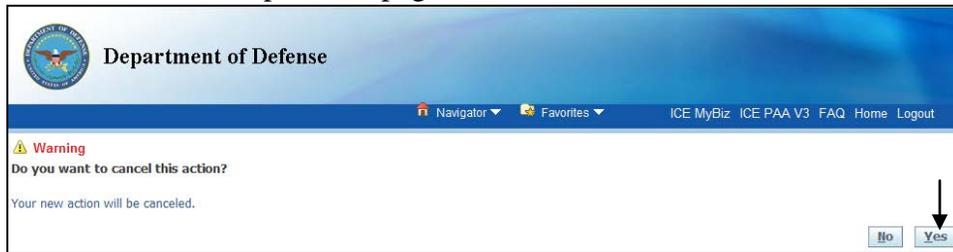


Figure 47

Printing Receipt

To print a receipt, select the **Print Receipt** button.

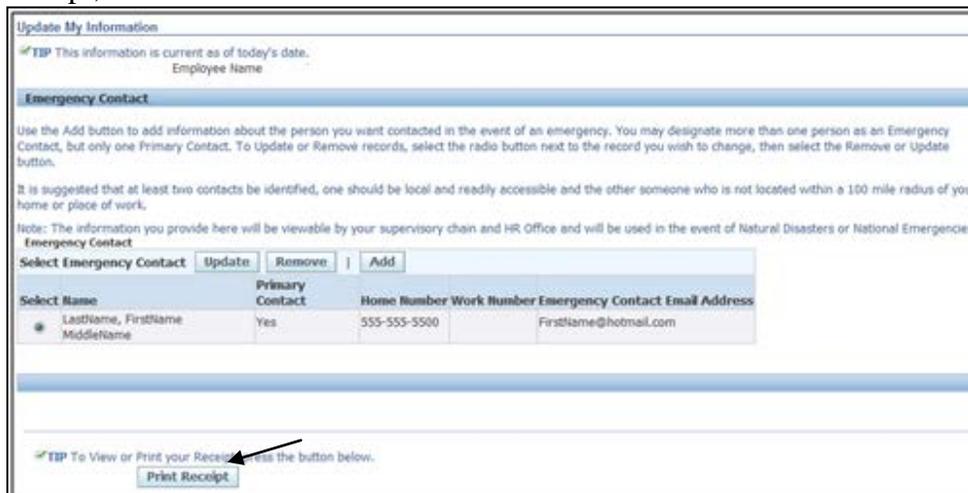


Figure 48

The receipt can either be saved to your computer or can be opened and printed. To open your receipt, select the 'Open' button.

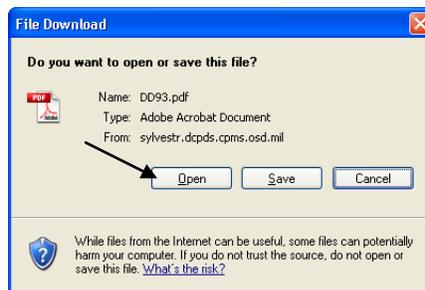


Figure 49



Printed Receipt

To print your 'Receipt', select on the printer icon  or select 'File, Print'. To exit this page, select 'File', 'Exit'.

"For Official Use Only - Privacy Act Sensitive Information "	
Emergency Contact: Receipt	
Contact Information	
Employee Name <small>First, Last Name</small>	
Employee Home Phone	123-456-7899
Employee Work Phone	
Employee Home Address	Payroll update pending Pending TX US
Employee Email Address	
Contact # 1	
Primary Contact	Yes
First Name	First
Middle Name	Middle
Last Name	Last
Email Address	first.last@email.mil
Phone	
Home	123-456-7899
Home Secondary	

Figure 50



The **Education tab** contains employee’s education information.

Select the **Education** tab to ‘view, add or update’ your education information.

To view a list of applicable (*or available*) degrees and vocational certificates to use when adding Education Information, select the [degree or vocational certificate](#) link.



Figure 51

Adding Education Information

To ‘add’ education information, select the **Add** button.

Note: ‘Education Update Source’ will display with either ‘Verified’ or ‘Self Certified’ or be blank in the ‘Education Update Source’ data field column. You can only update education information with ‘Self Certified’. You cannot update education information with ‘verified’ and ‘no information’ since this information was previously entered and verified by Human Resources. Contact your Human Resources Office for questions relating to this information.



Figure 52

The ‘Add’ page displays. Enter information for your educational update below. For additional information on a specific data field, select the icon.

Note: To search for your specific education information, select the flashlight located next to the data field you are updating.



This section displays your education. By updating this information, you are self-certifying the data you enter is valid. Human Resources (HR) may request you provide documentation for verification purposes.

'Add' is for a new entry that is not yet documented in your Education Information (for example, your highest education level indicates High School, but you have two years of college. You would add two years of college).

Updates are only needed upon obtaining an additional degree or vocational certificate. For example, you have a Bachelor's degree and you have obtained a Master's degree.

TIP You will not be able to remove or update education information of Terminal occupational prgm - cert of comp/diploma/equiv, Associate Degree, Bachelor's degree and records with an education level greater than a Bachelor's degree from your education record. Once this education information is submitted, contact your Human Resource office to update this information.

To search for your specific education information, select the search icon located next to the data field you are updating.

Education Information

* Education Level

Instructional Program

Year Degree / Cert Attained
(example: 1972)

Credit Hours
(example: 1510)

Credit Type

Type Of School

College-Major-Minor

Academic Institution Name

Figure 53

Note: You will not be able to update or delete the following Education Levels from your record once entered via 'MyBiz', Update My Information- Education:

- Vocational/ Occupational Schools – certificate or diploma
- Associates Degree

Please contact your Human Resources Office to make changes to educational entries for the levels identified above or if a record needs to be deleted.

To search for information for a specific data field, select the icon. The following Search screen displays.

Search and Select: Instructional Program

Search

To search for your specific education information, enter your information in the text field below or simply select the 'Go' button to view the entire list. To locate 'Accounting program', enter '%Acc%' or for a 'Business program', enter '%Bus%' and then select 'Go'. To select your Instructional Program, select the 'Quick Select' icon next to your information.

Search By: Instructional Program Description

Results

Select	Quick Select	Instructional Program Code	Instructional Program Description
	No search conducted.		

Figure 54



To obtain a quick list of information available, select the ‘Go’ button. Once the list displays, select the ‘Quick Select’  icon next to your selection. To view more information, select the [Next 10](#) link (see **Figure 55**). Another search option is to use the wildcard (%) to conduct partial searches on long lists/tables such as Instruction Program and Academic Institution Name.

For ‘Education Level’ you may enter the beginning portion of the item name if known, such as %high%, assoc%, %college%, or %degree%. For ‘Academic Institution’ you may type the beginning portion of the item name if known, such as %TX% or %A&M% and select ‘Go’ or if search such as %A&M% does not provide the desired result, try %A & M% (spaces between letters/characters can produce in different results).

For ‘Instructional Program’ you may type the beginning portion of the item name if known, such as %Science%, %Law%, %Educ% and select ‘Go’ or %Not Applicable%.

Note: ‘Not Applicable’ is only used for ‘Vocational/Occupational Schools – certificate or diploma received’ and for LN/NAF employee entries.

Once information is located, select it by selecting the ‘Quick Select’  icon or selecting the radio button in the ‘Select’ column and then selecting the ‘Select’ button.

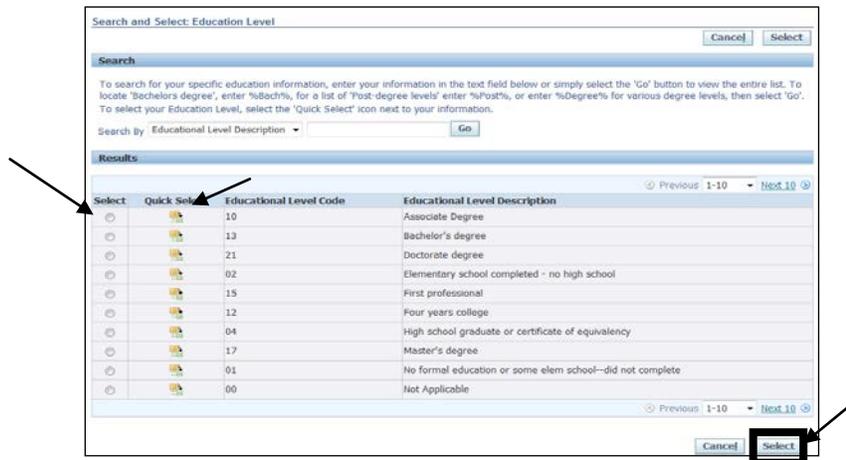


Figure 55

The selected information auto populates into the appropriate data field.

Note: If you select ‘Vocational/ Occupational Schools - certificate or diploma received’, ‘Associate Degree’, ‘Select’ and higher education levels, you must enter data in all the fields.



To search for your specific education information, select the flashlight located next to the data field you are updating.

Education Information

Education Level: [flashlight]

Instructional Program: [flashlight]

Year Degree / Cert Attained: (example: 1972) [flashlight]

Credit Hours: (example: 1510) [flashlight]

Credit Type: [flashlight]

Type Of School: [flashlight]

College-Major-Minor: [flashlight]

Academic Institution Name: [flashlight]

Figure 56

Once all the applicable information is entered, select the 'Submit' button.

To search for your specific education information, select the flashlight located next to the data field you are updating.

Education Information

Education Level: [flashlight]

Instructional Program: [flashlight]

Year Degree / Cert Attained: (example: 1972) [flashlight]

Credit Hours: (example: 1510) [flashlight]

Credit Type: [flashlight]

Type Of School: [flashlight]

College-Major-Minor: [flashlight]

Academic Institution Name: [flashlight]

Figure 57

Before education information is updated into the system, 'Electronic Signatures' must be completed. To Electronically Sign and verify Education information, select the 'Process Transaction' button.

*** ELECTRONIC SIGNATURE ***

WARNING: Be advised that any false statement in this transaction, or willful misrepresentation, is a violation of the law punishable by a fine of not more than \$10,000 or imprisonment of not more than 5 years, or both, according to federal law. Additionally, this may result in disciplinary action up to and including removal from Federal employment.

By clicking the 'Process Transaction' button, I understand that my DCPDS Portal login information is my electronic signature in effecting this transaction.

I acknowledge and wish to PROCESS THIS TRANSACTION

I do not acknowledge and wish to STOP this transaction.

Figure 58



Once you select the 'Process Transaction' button, a 'Confirmation' page displays allowing you to print your education information. Select the 'Continue Updating Your Information' link to continue adding education information.

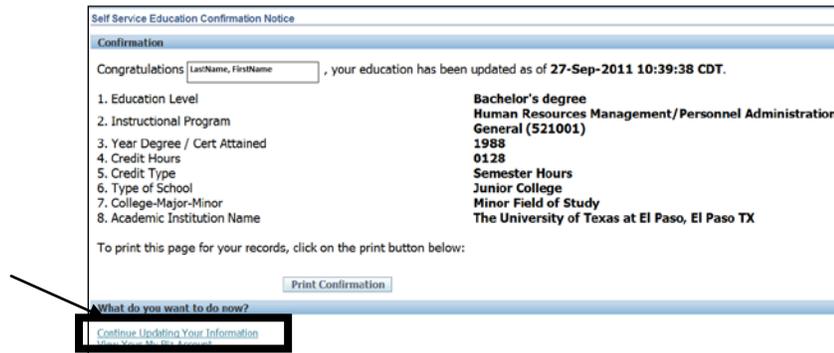


Figure 59

Updating Education Information

Education information 'added' via 'MyBiz', Update My Information will read 'Self Certified' in the Education Update Source column. **'Update'** existing self certified education information by first selecting the radio button in the 'Select' column and then selecting the 'Update' button.

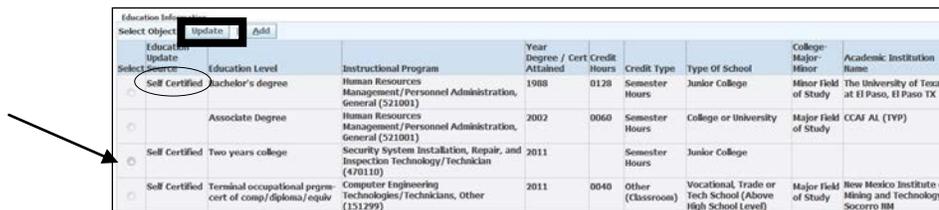


Figure 60

Note: Only 'Self Certified' entries that have an active radio button in 'Select' column are updateable. If entries are not updateable, the button in the select column will be grayed out. If you attempt to update one of those records, you will receive a warning.



Figure 61



The 'Update' page displays with existing information auto populating in the data fields (see **Figure 62**). For additional information on a specific data field, select the  icon.

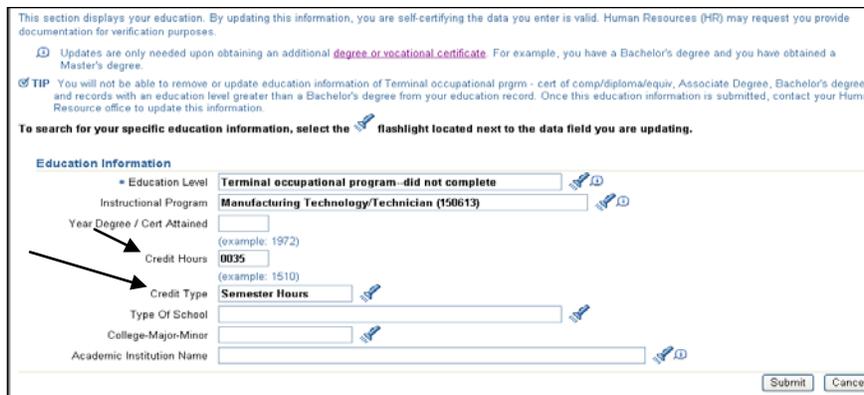
Note: You will not be able to update or delete the following 'Education Levels' from your personnel record once entered via 'MyBiz', Update My Information- Education':

Vocational/ Occupational Schools – certificate or diploma, Associate's Degree
Bachelor's Degree and all other educational levels higher than a Bachelor's Degree.

Please contact your Human Resources Office to make changes to educational entries for the levels identified above or if educational information needs to be deleted.

To search for information for a specific data field, select the  icon or update your information and then select the 'Submit' button.

Note: In this example, 'Credit Hours' and 'Credit Type' were updated.



This section displays your education. By updating this information, you are self-certifying the data you enter is valid. Human Resources (HR) may request you provide documentation for verification purposes.

 Updates are only needed upon obtaining an additional degree or vocational certificate. For example, you have a Bachelor's degree and you have obtained a Master's degree.

 **TIP** You will not be able to remove or update education information of Terminal occupational prgms - cert of comp/diploma/equiv, Associate Degree, Bachelor's degree and records with an education level greater than a Bachelor's degree from your education record. Once this education information is submitted, contact your Human Resource office to update this information.

To search for your specific education information, select the  flashlight located next to the data field you are updating.

Education Information

* Education Level 

Instructional Program 

Year Degree / Cert Attained (example: 1972)

Credit Hours (example: 1510)

Credit Type 

Type Of School 

College-Major-Minor 

Academic Institution Name 

Figure 62



Before education information is updated into the system, 'Electronic Signatures' must be completed. To 'Electronically Sign' and verify 'Education information', select the 'Process Transaction' button.

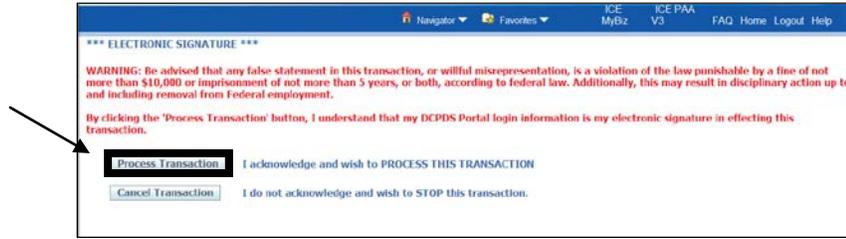


Figure 63

Once you select the 'Process Transaction' button, a 'Confirmation' page displays allowing you to print your education information. Select the 'Continue Updating Your Information' link to continue adding education information.

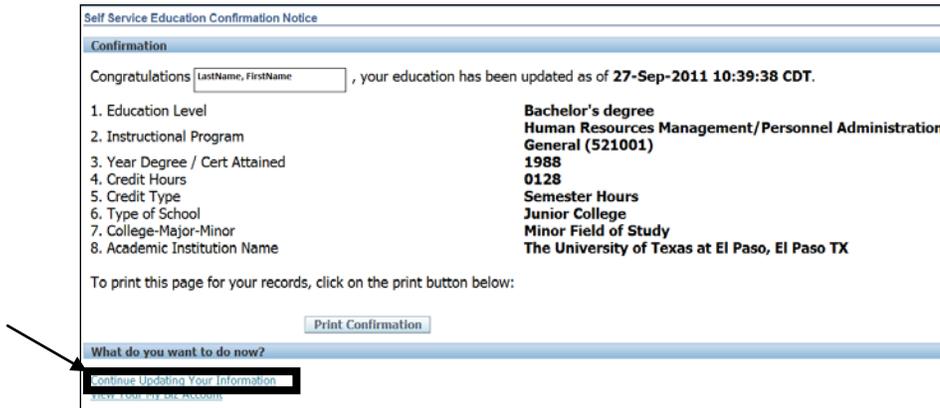


Figure 64

Updated 'Education Information' displays.

Select Object: |

Select	Education Update Source	Education Level	Instructional Program	Year Degree / Cert Attained	Credit Hours	Credit Type	Type Of School	College-Major-Minor	Academic Institution Name
<input type="radio"/>	Self Certified	Bachelor's degree	Human Resources Management/Personnel Administration, General (521001)	1988	0128	Semester Hours	Junior College	Minor Field of Study	The University of Texas at El Paso, El Paso TX
<input type="radio"/>		Associate Degree	Human Resources Management/Personnel Administration, General (521001)	2002	0060	Semester Hours	College or University	Major Field of Study	CCAF AL (TYP)
<input type="radio"/>	Self Certified	Terminal occupational prgrm-cert of comp/diploma/equiv	Computer Engineering Technologies/Technicians, Other (151299)	2011	0040	Other (Classroom)	Vocational, Trade or Tech School (Above High School Level)	Major Field of Study	New Mexico Institute of Mining and Technology, Socorro NM

Figure 65



The **Training** tab contains employee’s training information.

Select the **Training** tab to add or delete your training information. The link takes you to the Training Information page.

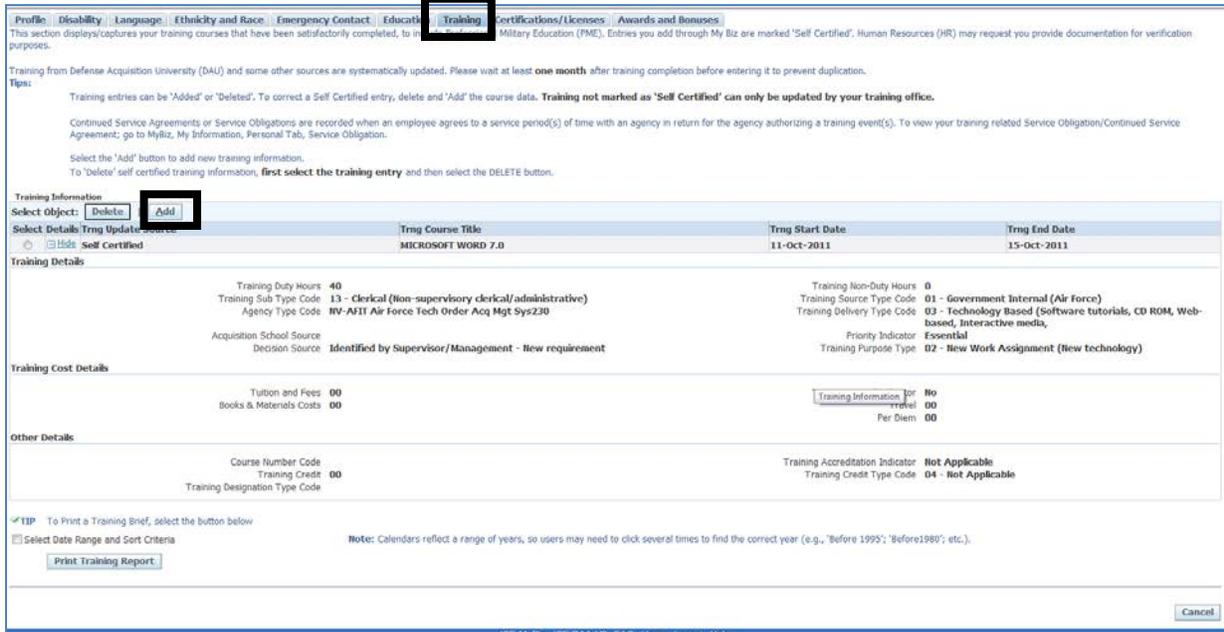


Figure 66

Adding Training Information. To add training information, select the **Add** button.

Note: The ‘Trng Update Source’ column will display with either ‘Verified’ or ‘Self Certified’ in the ‘Trng Update Source’ data field column. To update training information that is ‘Self Certified’ as noted by an active radio button, you must delete the entire entry and then “Add” the course data. You cannot update training information with ‘Verified’ since this information was previously entered and verified by Human Resources. In this view, note that the ‘Verified’ training course entry is grayed out and not updateable. Additionally, ‘Verified’ training will include only those courses that were satisfactorily completed. Contact your Human Resources Office for questions relating to this information.

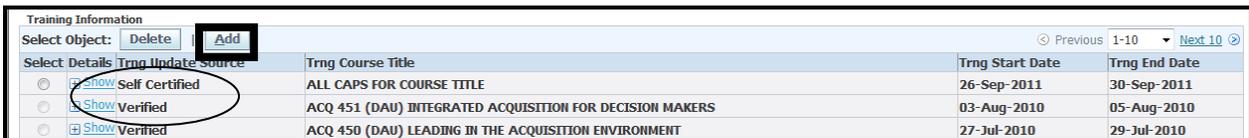


Figure 67



The 'Add Training Information' page displays (**Figure 68**). Enter information for your training update below. For additional information on a specific data field, select the  icon. In some instances, the  will reference the Office of Personnel Management (OPM) Standard Form (SF-) 182 (Authorization, Agreement and Certification of Training), so a link has been provided to allow quick access to a blank SF-182.

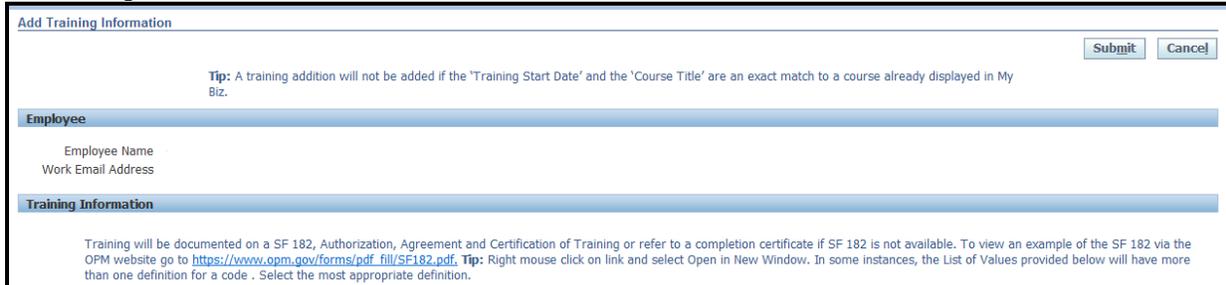


Figure 68

Notes:

1. To search for your specific training information, select the  flashlight or  dropdown located next to the data field you are updating.
2. Enter start and end dates of training (dd-mon-yyyy) manually or use calendar.
 - **Note the date format and that hyphens are required.** If '03-02-2008' is entered instead of '02-MAR-2008', the date will be entered as 03-FEB-2008. In instances where the training submitted includes a day beyond the 12th of the month, the system will display a format error.
 - Entry of **future dates** will **result in an error** message that indicates the date must be less than or equal to 'sysdate' (i.e., the current date).
 - Calendars reflect a range of years, so users may need to select several times to find the correct year (e.g., 'Before 1995'; 'Before1980'; etc.).
3. If there are Training Costs, be sure to enter in format 0.00 - do not enter a dollar ('\$') sign. For example: 150.00, 232.00, 7.37, etc.



To search for information for a specific data field, using the , the following Search screen displays.

Figure 69

To obtain a quick list of information available, select the ‘Go’ button. Once the list displays, select the ‘Quick Select’ icon next to your selection. To view more information, select the [Next 10](#) link (**Figure 70**). Another search option is to use the wildcard (%) to conduct partial searches on long lists/tables such as Acquisition School Source Description and Agency Type Code.

For ‘Acquisition School Source Description’ you may enter the beginning portion of the item name, if known or any word (to include location/state abbreviation) in the item name if known, such as %dau%, %college%, or %TX%. Similarly, for ‘Agency Type Code’ you may type the beginning or other portion of the item name/number, if known, such as %NSPS%, %OPM%, %Princeton%, %executive%, %historical% or %301% and select ‘Go’ (**Figure 70**). If search such as %A&M% does not provide the desired result, try %A & M% (spaces between letters/characters can produce in different results).

Once information is located, select it by selecting the ‘Quick Select’ icon or selecting the radio button in the ‘Select’ column and then selecting the ‘Select’ button.



Search and Select: Agency Type Code Cancel Select

Search

To search for your specific training information, enter your information in the text field below or simply select the 'Go' button to view the entire list. To locate 'Computer Software Appl', enter %Comp%, for various Computer software titles, then select 'Go'. To select your Type Code, select the 'Quick Select' icon next to your information.

Search By Agency Type Code Description Go

Results Previous 1-10 Next 10

Select	Quick Select	Agency Type Code	Agency Type Code Description
<input type="radio"/>		07ACQ	DLA-Acquisition
<input type="radio"/>		07AFB	DLA-Accounting, Auditing, Budget & FinMgt
<input type="radio"/>		07AVN	DLA-Aviation
<input type="radio"/>		07BSM	DLA-Business Systems Modernization
<input type="radio"/>		07BUS	DLA-General Business
<input type="radio"/>		07CIP	DLA-Corporate Intern Program
<input type="radio"/>		07CMM	DLA-Commodities
<input type="radio"/>		07COM	DLA-Communications
<input type="radio"/>		07DAU	DLA-Defense Acquisition University

Figure 70

Search and Select: Agency Type Code Cancel Select

Search

To search for your specific training information, enter your information in the text field below or simply select the 'Go' button to view the entire list. To locate 'Computer Software Appl', enter %Comp%, for various Computer software titles. Then select 'Go'. To select your Type Code, select the 'Quick Select' icon next to your information.

Search By Agency Type Code Description Go

Results Previous 10 31-40 Next 10

Select	Quick Select	Agency Type Code	Agency Type Code Description
<input type="radio"/>		NSPKE	NSPS - iSuccess Web Based Training (Emp)
<input type="radio"/>		NSPLE	NSPS - Pay Pool Web Based Training (Emp)
<input type="radio"/>		NSPPA	NSPS - Change Management (Admin)
<input type="radio"/>		NSPPC	NSPS - Change Management (Counsel)
<input type="radio"/>		NSPPE	NSPS - Change Management (Emp)
<input type="radio"/>		NSPPH	NSPS - Change Management (HR)
<input type="radio"/>		NSPPS	NSPS - Change Management (Supv)
<input type="radio"/>		NSPPT	NSPS - Change Management (TrainTheTrainer)
<input type="radio"/>		NSPPX	NSPS - Change Management (Sr Exec)
<input type="radio"/>		NSPQA	NSPS - Communication (Admin)

Figure 71



The selected information auto populates into the appropriate data field (Figure 72).

Add Training Information Submit Cancel

Tip: A training addition will not be added if the 'Training Start Date' and the 'Course Title' are an exact match to a course already displayed in My Biz.

Employee
 Employee Name Last, First
 Work Email Address

Training Information
 Training will be documented on a SF 182, Authorization, Agreement and Certification of Training or refer to a completion certificate if SF 182 is not available view an example of the SF 182 via the OPM website go to https://www.opm.gov/forms/pdf_fill/SF182.pdf. Tip: Right mouse click on link and select Open in New Window.

* Indicates required field

* Course Title

* Training Start Date

* Training End Date

Training Details

* Training Duty Hours

* Training Non-Duty Hours

Acquisition School Source

* Training Sub Type

* Training Source

* Agency Type Code **NSPS - Change Management (Emp)**

* Training Delivery Type

* Priority Indicator

* Decision Source

* Training Purpose Type

Figure 72

Once all the applicable information is entered, select the 'Submit' or 'Cancel' button (Figure 73). If you choose to 'Submit' but do not enter all required data, i.e., those marked with an asterisk (*), you will receive an error message that indicates the missing value (Figure 75).

* Indicates required field

* Course Title NSPS ADAPTING TO CHANGE FOR NON-SUPERVISORS

* Training Start Date 02-Mar-2008

* Training End Date 02-Mar-2008

Training Details

* Training Duty Hours 04

* Training Non-Duty Hours 00

Acquisition School Source

* Training Sub Type Mandated Training

* Training Source Government Internal

* Agency Type Code NSPS - Change Management (Emp)

* Training Delivery Type Technology Based (Software tutorials, CD ROM, Web-based, Interactive media, etc)

* Priority Indicator Critical/Mandated

* Decision Source Mandated NOT Organization Annual Training Plan or Individual Development Plan

* Training Purpose Type Future Staffing Needs

Training Cost Details

* Training Travel Indicator No

* Tuition and Fees \$ 00

* Books & Material Costs \$ 00

* Travel \$ 00

* Per Diem \$ 00

Other Details

Course Number Code

* Training Accreditation Indicator Not Applicable

* Training Credit 00

* Training Credit Type Not Applicable

Training Designation Type

Training Update Source Self Certified

Submit Cancel

Figure 73



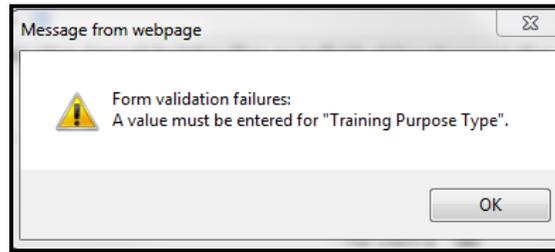


Figure 74

Before training information is updated into the system, an 'Electronic Signature' must be completed. To Electronically Sign and verify training information, select the 'Process Transaction' button.

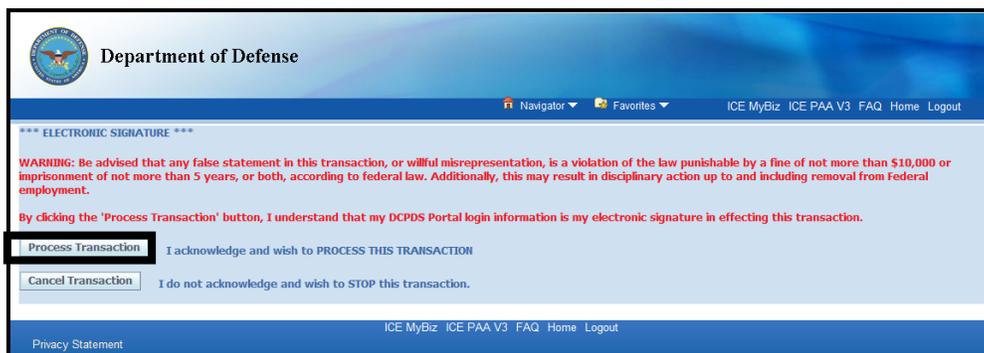


Figure 75



Once you select the 'Process Transaction' button, a 'Confirmation' page (**Figure 76**) displays allowing you to print your training information. Select the 'Continue Updating Your Information' link to continue adding training information.

Confirmation

Congratulations **LAST, FIRST MI** your training has been updated as of **03-Oct-2011 14:04:16 CDT.**

1. Course Title	NSPS CHANGE MANAGEMENT TRAIN THE TRAINER
2. Training Start Date	03-Mar-2008
3. Training End Date	07-Mar-2008
4. Training Duty Hours	40
5. Training Non Duty Hours	0
6. Training Sub Type Code	32 - Federally Mandated Training
7. Training Source Type Code	01 - Government Internal
8. Agency Type Code	NSPS - Change Management (TrainTheTrainer)
9. Training Delivery Type Code	01 - Traditional Classroom (no technology, classroom on-site)
10. Acquisition School Source	
11. Priority Indicator	Essential
11. Decision Source	Agency Approved Academic/Education Course
12. Training Purpose Type	02 - New Work Assignment (New technology)
13. Training Travel Indicator	No
14. Tuition and Fees	680.
15. Books & Material Costs	320.
16. Travel	
17. Per Diem	
18. Course Number Code	
19. Training Accreditation Indicator	NA
20. Training Credit	
21. Training Credit Type Code	04 - Not Applicable
22. Training Designation Type Code	

To print this page for your records, click on the print button below:

Print Confirmation

What do you want to do now?

[Continue Updating Your Information](#)
[View Your My Biz Account](#)

Figure 76

Select the 'View Your 'MyBiz' Account' if you would like to view all training entries. Once in this view, you are able to print a report and have the option of selecting the date range and sort criteria.

Training Information

Select Object: |

Select Details	Trng Update Source	Trng Course Title	Trng Start Date	Trng End Date
<input type="radio"/> <input type="button" value="Show"/>	Self Certified	WINDOWS VISTA 2011	10-Jan-2011	14-Jan-2011
<input type="radio"/> <input type="button" value="Show"/>	Self Certified	NSPS ADAPTING TO CHANGE FOR NON-SUPERVISORS	03-Mar-2008	07-Mar-2008
<input type="radio"/> <input type="button" value="Show"/>	Self Certified	SIMPLER LEAN VISUAL MANAGEMENT DRXPI97970016VS	16-Jun-2005	16-Jun-2005

TIP To Print a Training Brief, select the button below

Select Date Range and Sort Criteria

Note: Calendars reflect a range of years, so users may need to click several times to find the correct year (e.g., 'Before 1995'; 'Before1980'; etc.).

Print Training Report

Figure 77



If you choose to select a date range/sort, you are prompted to provide necessary selections.



Figure 78

Once selections are made or you choose to print all, select 'Print Training Report'. You will receive a File Download prompt with the options of opening and printing the file, or saving to your personal computer.

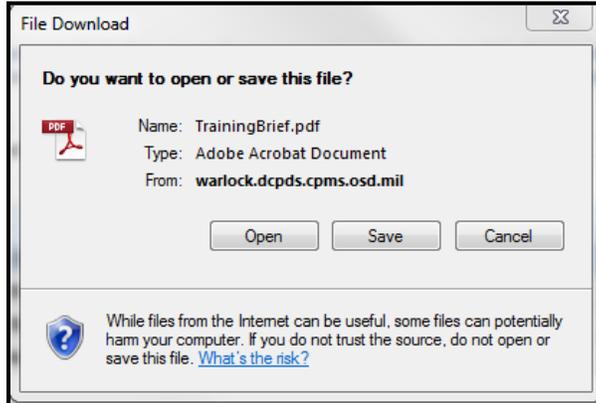


Figure 79



If you open for print, you will receive a report published in Adobe Reader (‘.pdf’). If there is more than one page, you will need to select the down arrow  to obtain the succeeding pages.

Completed Training History for									
TRNG START DATE	TRNG END DATE	COURSE TITLE	HOURS	TRNG DELIVERY	COURSE NUMBER	TRNG CREDIT	TRNG CREDIT TYPE	TRNG DESIGNATION	TRNG UPDATE SOURCE
10-JAN-2011	14-JAN-2011	WINDOWS VISTA 2011	40	01 - Traditional Classroom (no technology, classroom on-site)		00	04 - Not Applicable		Self Certified
03-MAR-2008	07-MAR-2008	NSPS ADAPTING TO CHANGE FOR NON-SUPERVISORS	4	03 - Technology Based (Software tutorials, CD ROM, Web-based, Interactive media,		00	04 - Not Applicable		Self Certified
16-JUN-2005	16-JUN-2005	SIMPLER LEAN VISUAL MANAGEMENT DRXPI97970016VS	8	01 - Traditional Classroom (no technology, classroom on-site)		00	04 - Not Applicable		Self Certified

Figure 80

Should you choose the save option in **Figure 79**, you will be prompted to select the location for the file (**Figure 81**).

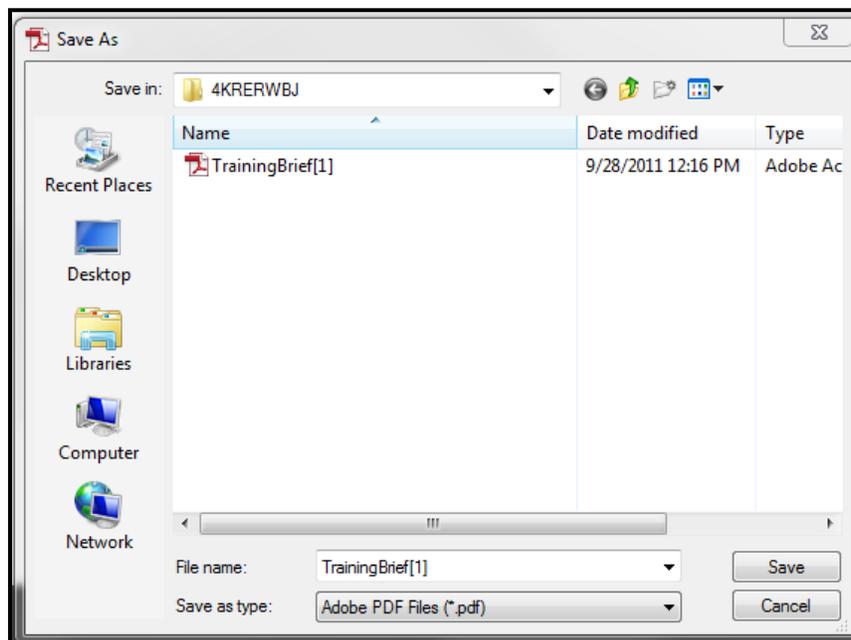


Figure 81



Deleting Training Information. Should you choose to delete a self-certified entry, select the radio button for the appropriate course then select the  button.

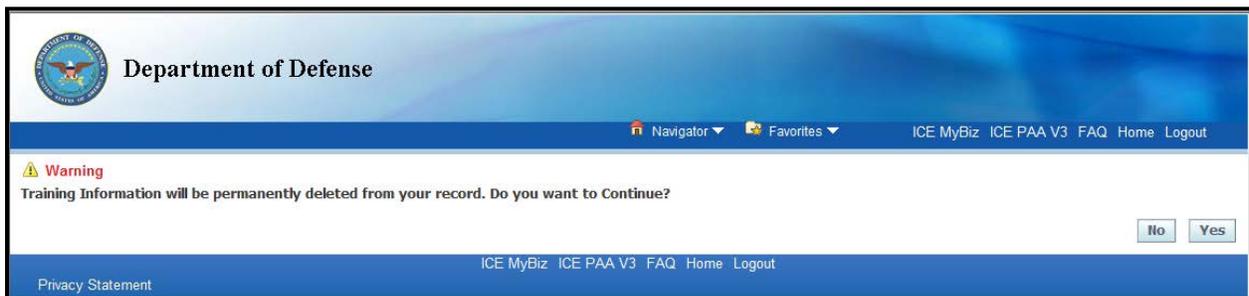


The screenshot shows a 'Training Information' section with a 'Select Object' dropdown menu containing 'Delete' and 'Add'. Below this is a table with columns: 'Trng Update Source', 'Trng Course Title', 'Trng Start Date', and 'Trng End Date'. Three rows are visible, all with 'Self Certified' as the source. The second row, 'NSPS ADAPTING TO CHANGE FOR NON-SUPERVISORS', has its radio button selected. Below the table are date range and sort criteria options, and a 'Print Training Report' button.

Trng Update Source	Trng Course Title	Trng Start Date	Trng End Date
Self Certified	WINDOWS VISTA 2011	10-Jan-2011	14-Jan-2011
Self Certified	NSPS ADAPTING TO CHANGE FOR NON-SUPERVISORS	03-Mar-2008	07-Mar-2008
Self Certified	SIMPLER LEAN VISUAL MANAGEMENT DRXP197970016VS	16-Jun-2005	16-Jun-2005

Figure 82

You will receive a warning prompting another decision.



The screenshot shows a Department of Defense web page with a warning message. The message reads: 'Warning: Training Information will be permanently deleted from your record. Do you want to Continue?'. There are 'No' and 'Yes' buttons to the right of the message. The page header includes the Department of Defense logo and navigation links like 'Navigator', 'Favorites', 'ICE MyBiz', 'ICE PAA V3', 'FAQ', 'Home', and 'Logout'.

Figure 83



If you select 'No', you will be returned to the Training Information view (**Figure 82**).
 If you select 'Yes', you will receive a notice confirming the deletion (**Figure 84**).

Confirmation

Congratulations **Last, First** your training has been deleted as of **DD-MON-YYYY HH:MM:SS**

<ol style="list-style-type: none"> 1. Course Title 2. Training Start Date 3. Training End Date 4. Training Duty Hours 5. Training Non Duty Hours 6. Training Sub Type Code 7. Training Source Type Code 8. Agency Type Code 9. Training Delivery Type Code 10. Acquisition School Source 11. Priority Indicator 11. Decision Source 12. Training Purpose Type 13. Training Travel Indicator 14. Tuition and Fees 15. Books & Material Costs 16. Travel 17. Per Diem 18. Course Number Code 19. Training Accreditation Indicator 20. Training Credit 21. Training Credit Type Code 22. Training Designation Type Code 	<p>NSPS ADAPTING TO CHANGE FOR NON-SUPERVISORS 03-Mar-2008 07-Mar-2008 04 00 32 - Federally Mandated Training 01 - Government Internal NSPS - Change Management (Emp) 03 - Technology Based (Software tutorials, CD ROM, Web-based, Interactive media,</p> <p>Critical/Mandated Mandated NOT Organization Annual Training Plan or Individual Development Plan 04 - Future Staffing Needs No</p> <p>Not Applicable</p> <p>04 - Not Applicable</p>
---	--

To print this page for your records, click on the print button below:

What do you want to do now?

[Continue Updating Your Information](#)
[View Your My Biz Account](#)

Figure 84



The **Certifications/Licenses** *tab* contains employee’s Certifications/Licenses information.

Select the **Certifications/Licenses** tab to add or delete your certifications/license information. The link takes you to the Certifications/Licenses page.

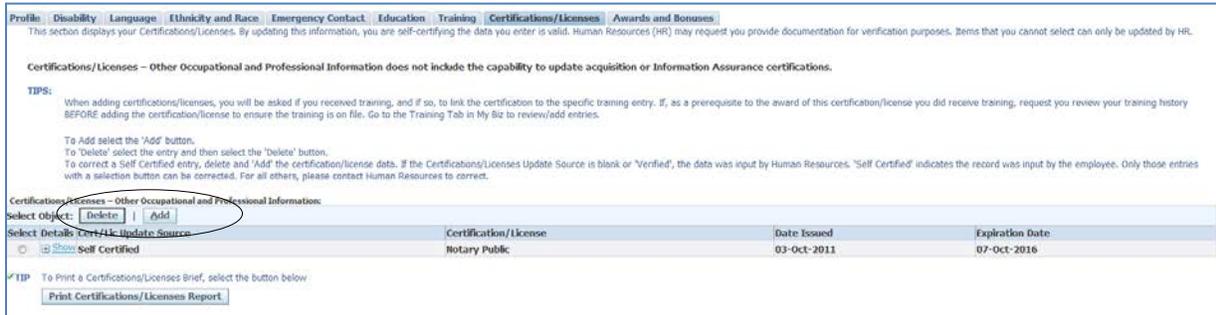


Figure 85

Adding Certification/Licenses Information. To add certification/licenses information, select the **Add** button (**Figure 86**).

Note: The ‘Cert/Lic Update Source’ column will display with either ‘Verified’ or ‘Self Certified’ in the ‘Cert/Lic Update Source’ data field column. To correct a Self Certified entry, delete and 'Add' the certification/license data. If the Certifications/Licenses Update Source is blank or 'Verified', the data was input by Human Resources. 'Self Certified' indicates the record was input by the employee. Only those entries with a selection button can be corrected. For all others, please contact Human Resources to correct.

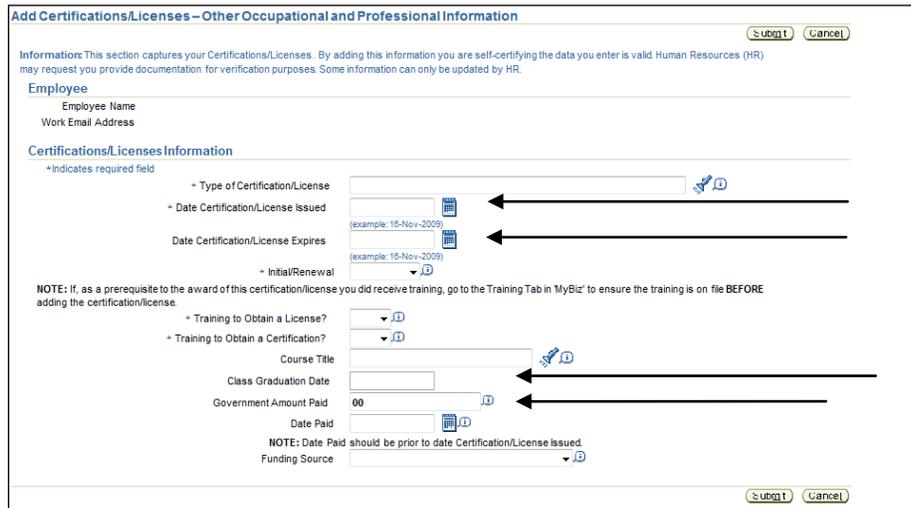


Figure 86



The 'Add' page displays (**Figure 86**). Enter information for your certification/license update below. For additional information on a specific data field, select the  .

Notes:

1. To search for your specific certification/license information, select the  flashlight or  dropdown located next to the data field you are updating.
2. Enter date fields using the format (02-MAR-2009) manually or the use calendar.
 - **Note the date format and that hyphens are required.** If '03-02-2008' is entered instead of '02-MAR-2008', the date will be entered as 03-FEB-2008. **Entry of future dates will result in an error message** that indicates the date must be less than or equal to 'sysdate' (i.e., the current date).
 - **Calendars reflect a range of years, so users may need to select several times to find the correct year** (e.g., 'Before 1995'; 'Before 1980'; etc.).
3. If there are costs, be sure to enter in format 0.00 - do not enter a dollar ('\$') sign. For example: 150.00, 232.00, 7.37, etc.

To search for information for a specific data field, using the  , the following Search screen displays.

Figure 87

To obtain a quick list of information available, select the 'Go' button. Once the list displays, select the 'Quick Select' icon next to your selection. To view more information, select the [Next 10](#) link. Another search option is to use the wildcard (%) to conduct partial searches on long lists/tables such as %Cert% or %Nurse%.



Once information is located, select it by selecting the 'Quick Select' icon or selecting the radio button in the 'Select' column and then selecting the 'Select' button.

Search and Select: Type of Certification/License

Search

Enter a value in the text field. You can use the wild card (%) to conduct partial searches, such as %Cert% or %Nurse%. Select the "go" button. Select the 'Quick Select' icon next to your selection.

Search By: Type of Certification/License Description | Chief Mate% | Go

Results

Select	Quick Select	Type of Certification/License Code	Type of Certification/License Description
<input type="radio"/>		1LG	Chief Mate Stm & Mtr - Great Lakes
<input type="radio"/>		1MC	Chief Mate Mtr Ltd Coast
<input type="radio"/>		1MO	Chief Mate Mtr Offshore & Oil
<input type="radio"/>		1MU	Chief Mate Mtr Unltd
<input type="radio"/>		1SC	Chief Mate Stm Ltd Coast
<input type="radio"/>		1SM	Chief Mate Stm & Mtr Unltd
<input type="radio"/>		1SO	Chief Mate Stm Offshore & Oil
<input type="radio"/>		1SU	Chief Mate Stm Unltd

Cancel | Select

Figure 88

The selected information auto populates into the appropriate data field.

Information: This section captures your Certifications/Licenses. By adding this information you are self-certifying the data you enter is valid. Human Resources (HR) may request you provide documentation for verification purposes. Some information can only be updated by HR.

Employee

Employee Name
Work Email Address

Certifications/Licenses Information

*Indicates required field

* Type of Certification/License: Chief Mate Mtr Unltd

* Date Certification/License Issued: (example: 16-Nov-2008)

Date Certification/License Expires: (example: 16-Nov-2009)

* Initial/Renewal: [Dropdown]

NOTE: If, as a prerequisite to the award of this certification/license you did receive training, go to the Training Tab in MyBiz' to ensure the training is on file **BEFORE** adding the certification/license.

* Training to Obtain a License? [Dropdown]

* Training to Obtain a Certification? [Dropdown]

Course Title

Class Graduation Date

Government Amount Paid: 00

Date Paid

NOTE: Date Paid should be prior to date Certification/License Issued.

Funding Source

Figure 89



If “Training to Obtain a License” or “Training to Obtain a Certification” is equal to “Yes” then you must select the training “Course Title”.

Note: If, as a prerequisite to the award of this certification/license you did receive training, go to the Training Tab in ‘My Biz’ to ensure the training is on file BEFORE adding the certification/license.

If training was received, select the flashlight  to list all the training you attended. Then select the appropriate training record to associate with the Certification/License.

Once all the applicable information is entered, select the ‘Submit’ or ‘Cancel’ button (**Figure 90**). If you choose to ‘Submit’ but do not enter all required data, i.e., those marked with an asterisk (*), you will receive an error message that indicates the missing value (**Figure 91**).

Figure 90

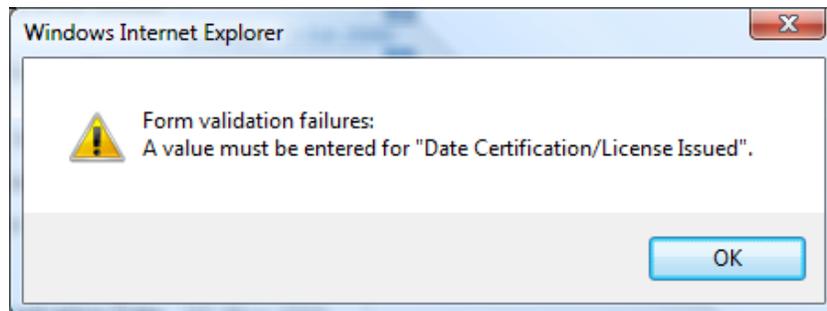


Figure 91



Before certifications/licenses information is updated into the system, an ‘Electronic Signature’ must be completed. To electronically sign and verify Certifications/Licenses information, select the ‘Process Transaction’ button. If you select ‘Cancel Transaction’, you will be returned to main page of Certifications/Licenses

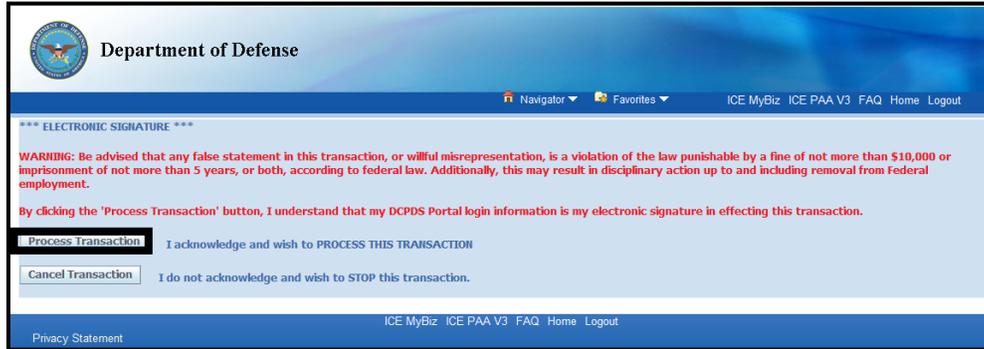


Figure 92

Once you select the ‘Process Transaction’ button, a ‘Confirmation’ page displays allowing you to print your certifications/licenses information. Select the ‘Continue Updating Your Information’ link to continue adding certifications/licenses information.



Figure 93

Select the ‘View Your ‘MyBiz’ Account’ if you would like to view all certifications/licenses entries.



Once in this view, you can select  to get more details on the certification/license. There is also a “Print Certifications/Licenses report”.

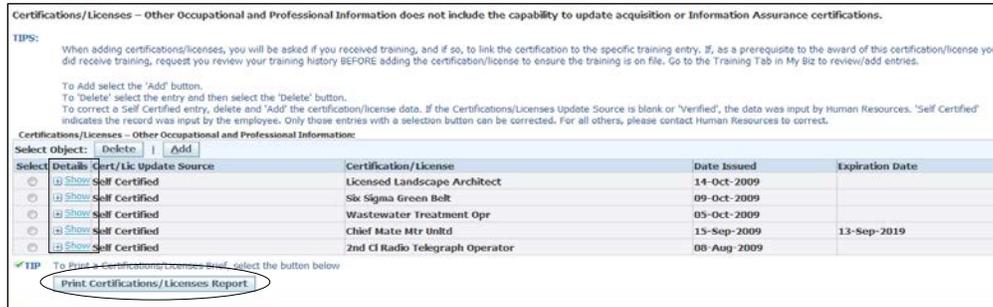


Figure 94

Once you select ‘Print Certifications/Licenses Report’, you will receive a File Download prompt (Figure 95) with the options of opening and printing the file, or saving to your personal computer.

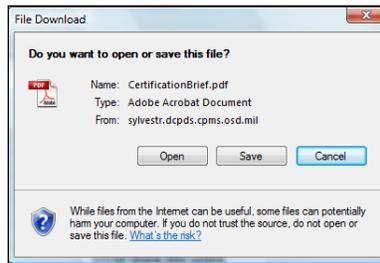


Figure 95

If you open for print, you will receive a report published in Adobe Reader (.pdf). If the first screen is not the only available screen, you will be able to select the down arrow  to obtain the succeeding pages.

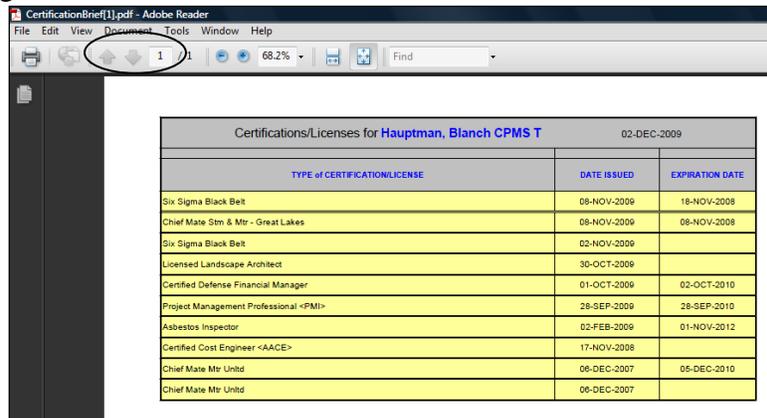


Figure 96



Should you choose the save option, you will be prompted to select the location for the file.

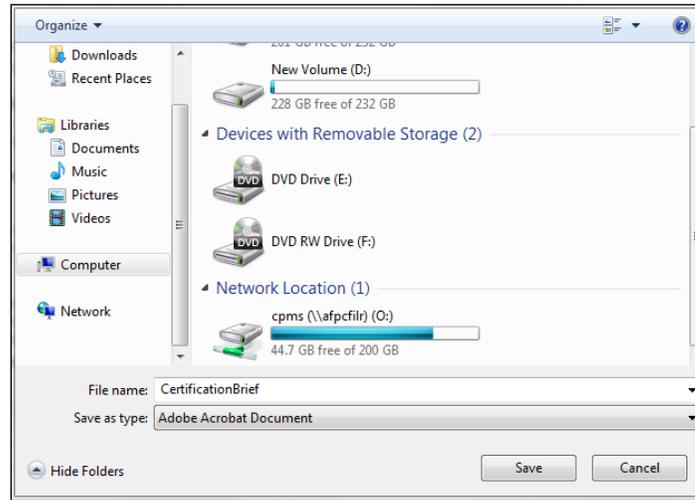


Figure 97

Deleting Certifications/Licenses Information. Should you choose to delete a self-certified entry, select the radio button for the appropriate course then select the **Delete** button.

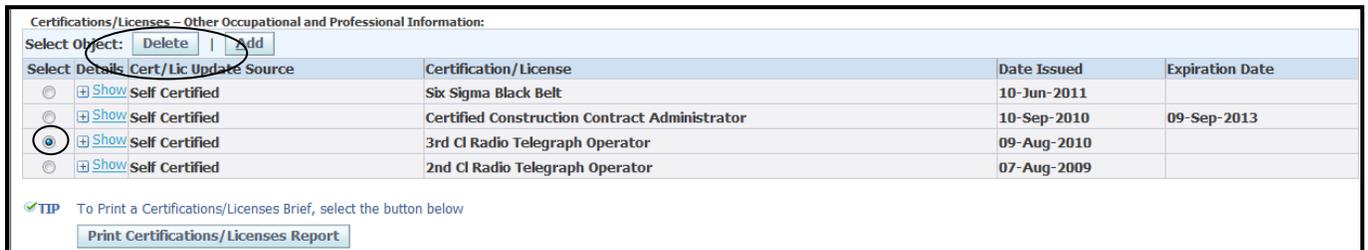


Figure 98

You will receive a warning prompting another decision.

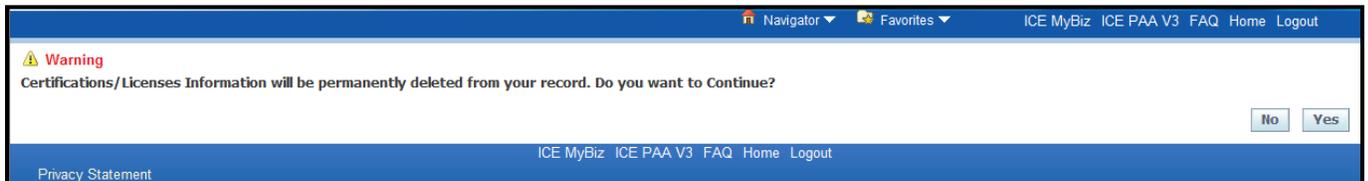


Figure 99



If you select 'No', you will be returned to the Certifications/Licenses Information view. If you select 'Yes', you will receive a confirmation notice for the deletion.

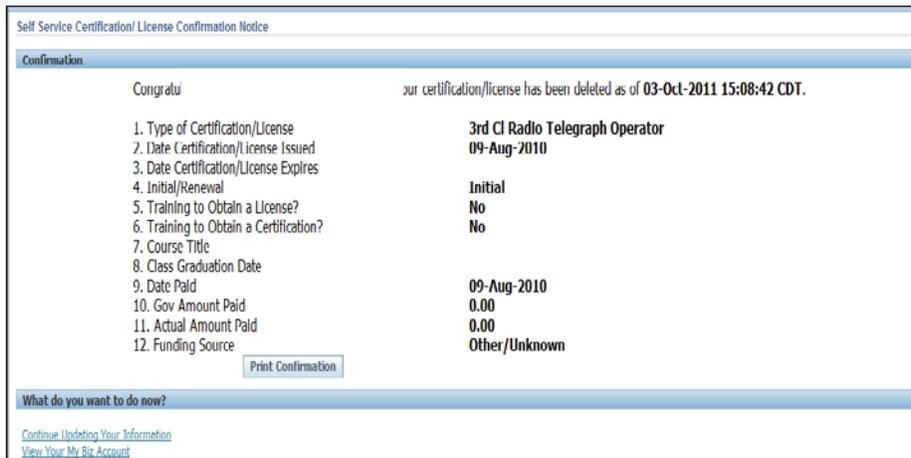


Figure 100

The **Awards and Bonuses** tab contains employee's Awards and Bonuses information. Select the **Awards and Bonuses** tab to take you to the awards information. Please note that user can only add 'non-monetary awards'. All monetary awards must be added by Human Resources (HR).



Figure 101

Adding Awards Information. To add awards information, select the **Add** button.

Note: The 'Award Update Source' column will display with either 'Verified' or 'Self Certified'. To correct a Self Certified entry, delete and 'Add' the Award data. If the Award Update Source is blank or 'Verified', the data was input by HR. 'Self Certified'



indicates the record was input by the employee. Only those entries with a selection button can be corrected. For all others, please contact HR to correct.

Select Award Update Source	Date of Award	Award Type	One Time Earnings Code	Award Amount	UOM
<input type="checkbox"/>	22-Oct-2010	Performance Award	(1) Employee Performance Award (AF)	350	(M) Money
<input type="checkbox"/>	02-Mar-2010	On the Spot Cash Award	(0) On The Spot Cash Award	100	(M) Money
<input type="checkbox"/>	18-Jun-2009	On the Spot Cash Award	(0) On The Spot Cash Award	100	(M) Money
<input type="checkbox"/>	19-Oct-2008	Performance Award	(5) Performance Based Award (AF)	450	(M) Money
<input type="checkbox"/>	07-Apr-2008	On the Spot Cash Award	(0) On The Spot Cash Award	75	(M) Money
<input type="checkbox"/>	01-Oct-2007	Performance Award	(5) Performance Based Award (AF)	300	(M) Money
<input type="checkbox"/>	02-Oct-2006	Performance Award	(5) Performance Based Award (AF)	450	(M) Money

Figure 102

The 'Add' page displays (Figure 103). Enter information for your award update. For additional information on a specific data field, select the icon.

- **Notes:**
- To search for your specific Award Type and Award Agency information, select the flashlight located next to the data field you are updating.
- Enter date fields using the format (02-MAR-2009) manually or the use calendar.
 - **Note the date format and that hyphens are required.** If '03-02-2008' is entered instead of '02-MAR-2008', the date will be entered as 03-FEB-2008. Entry of future dates will result in an error message that indicates the date must be less than or equal to 'sysdate' (i.e., the current date).
 - Calendars reflect a range of years, so users may need to select several times to find the correct year (e.g., 'Before 1995'; 'Before 1980'; etc.).

Figure 103

To search for information for a specific data field, using the flashlight, the following Search screen displays.

Figure 104



To obtain a quick list of information available, select the 'Go' button. Once the list displays, select the 'Quick Select' icon next to your selection. To view more information, select the [Next 25](#) link (Figure 105). Another search option is to use the wildcard (%) to conduct partial searches on long lists/tables such as %Cert% or %Nurse%.

Once information is located, select it by selecting the 'Quick Select' icon or selecting the radio button in the 'Select' column and then selecting the 'Select' button.

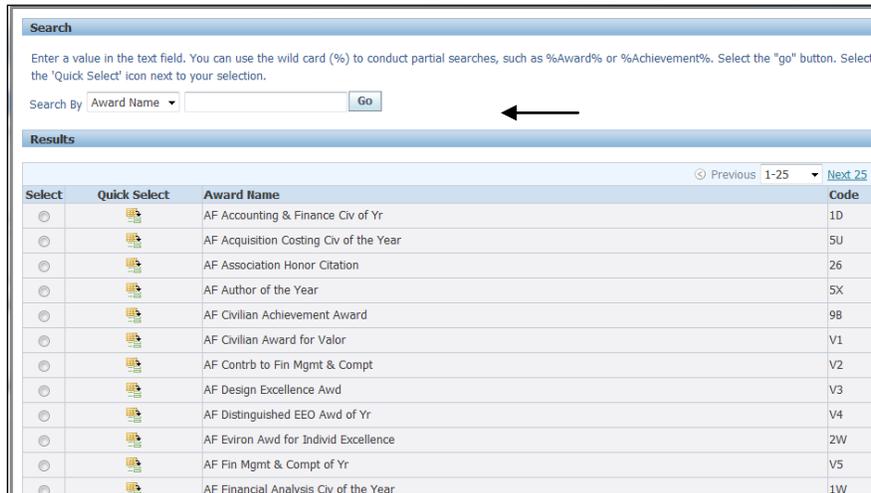


Figure 105

The selected information populates into the appropriate data field.



Figure 106

Select [Submit](#) or [Cancel](#) to either submit or cancel your award information.



Before the award information is updated into the system, an ‘Electronic Signature’ must be completed. To electronically sign and verify award information, select the ‘Process Transaction’ button.

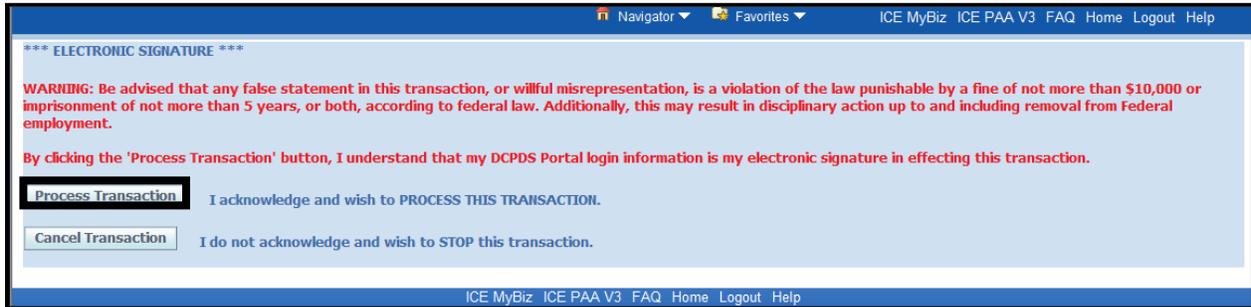


Figure 107

Once you select the ‘Process Transaction’ button, a ‘Confirmation’ page displays allowing you to print your award information. Select the ‘*Continue Updating Your Information*’ link to continue adding award information. If you select ‘Cancel Transaction’, you will be returned to main page of Awards and Bonuses Tab.

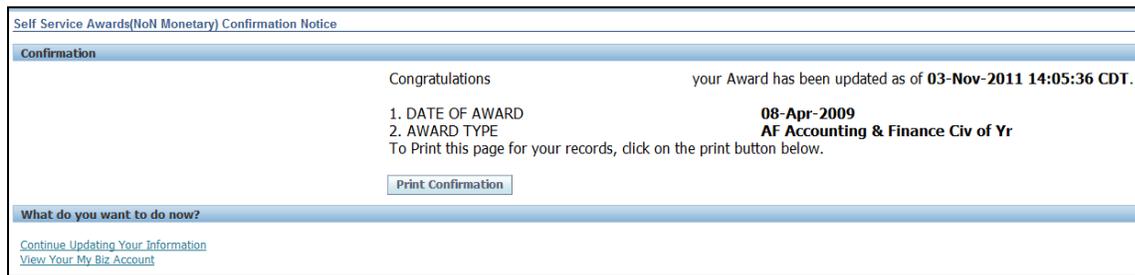


Figure 108

You also have a “Print Awards Information Report.”



Figure 109



Once you select 'Print Awards Information Report' (**Figure 109**), you will receive a File Download prompt (**Figure 110**) with the options of opening and printing the file, or saving it to your personal computer.

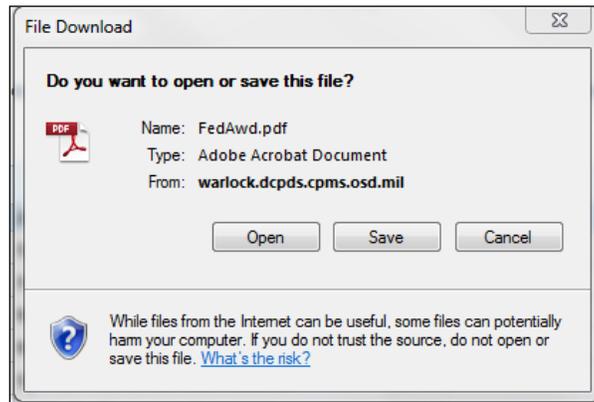
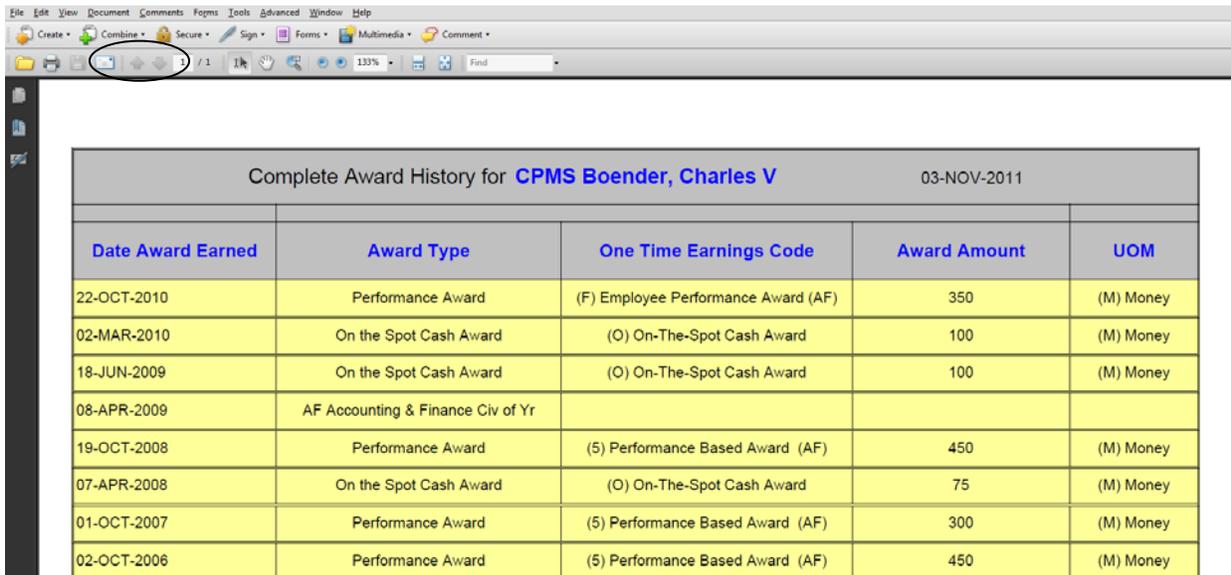


Figure 110

If you open for print, you will receive a report published in Adobe Reader (.pdf). If the first screen is not the only page, you will be able to select the down arrow  to obtain the succeeding pages.



Complete Award History for CPMS Boender, Charles V		03-NOV-2011		
Date Award Earned	Award Type	One Time Earnings Code	Award Amount	UOM
22-OCT-2010	Performance Award	(F) Employee Performance Award (AF)	350	(M) Money
02-MAR-2010	On the Spot Cash Award	(O) On-The-Spot Cash Award	100	(M) Money
18-JUN-2009	On the Spot Cash Award	(O) On-The-Spot Cash Award	100	(M) Money
08-APR-2009	AF Accounting & Finance Civ of Yr			
19-OCT-2008	Performance Award	(5) Performance Based Award (AF)	450	(M) Money
07-APR-2008	On the Spot Cash Award	(O) On-The-Spot Cash Award	75	(M) Money
01-OCT-2007	Performance Award	(5) Performance Based Award (AF)	300	(M) Money
02-OCT-2006	Performance Award	(5) Performance Based Award (AF)	450	(M) Money

Figure 111



Should you choose the save option in **Figure 110**, you will be prompted to select the location for the file.

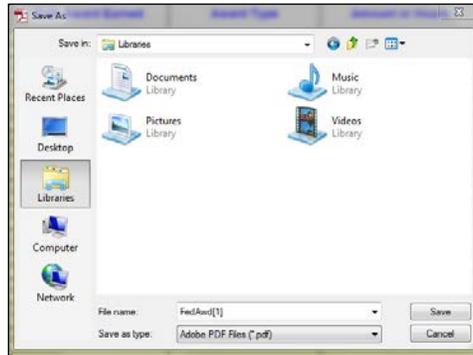


Figure 112

Deleting Awards Information. Should you choose to delete a self-certified entry, select the radio button for the appropriate Award then select the **Delete** button.

Select Award	Date of Award	Award Type	One Time Earnings Code	Award Amount	DOM
<input type="radio"/> Self Certified	08-Apr-2009	AF Accounting & Finance Civ of Yr			
<input type="radio"/> Verified	22-Oct-2010	Performance Award	(F) Employee Performance Award (AF)	350	(M) Money
<input type="radio"/> Verified	02-Mar-2010	On the Spot Cash Award	(O) On The Spot Cash Award	100	(M) Money
<input type="radio"/> Verified	18-Jun-2009	On the Spot Cash Award	(O) On The Spot Cash Award	100	(M) Money
<input type="radio"/> Verified	19-Oct-2008	Performance Award	(S) Performance Based Award (AF)	450	(M) Money
<input type="radio"/> Verified	07-Apr-2008	On the Spot Cash Award	(O) On The Spot Cash Award	75	(M) Money
<input type="radio"/> Verified	01-Oct-2007	Performance Award	(S) Performance Based Award (AF)	300	(M) Money
<input type="radio"/> Verified	02-Oct-2006	Performance Award	(S) Performance Based Award (AF)	450	(M) Money

Figure 113

You will receive a warning prompting another decision. If you select ‘No’, you will be returned to the Awards Information view.

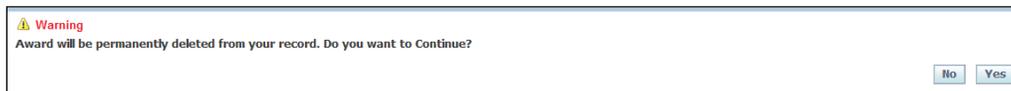


Figure 114

If you select ‘Yes’, you will receive a confirmation notice for the deletion.

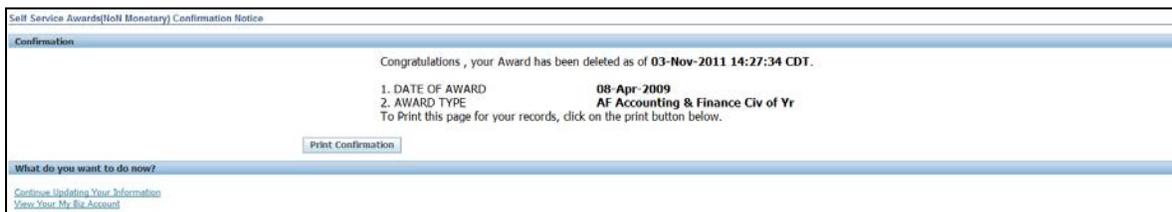


Figure 115

