

UNITED STATES COAST GUARD



Person Profiles

Education

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Step-by step instructions on adding, updating and deleting Education data in Direct Access.

Encl (3)

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1 Introduction

Individual USCG education (degree) information is maintained in the Person Profile of Direct Access. Authorized users enter and maintain this information. The information is available to USCG members via self-service. This section provides the procedure for adding, updating, and deleting Education via the Person Profile page.

2 Portal Navigation

The user can navigate to the Person Profiles page using the path below. At any time, if a user needs to return to the home screen, the user can click the “Home” link in the upper right-hand corner of the window.

Enterprise Menu > Workforce Development > Profile Management > Profiles > Person Profiles

Education: This navigation takes the user to the Person Profile screen. Education is recorded on the Person Profile screen.

3 Wildcard Search

Direct Access supports the use of three wildcard features when searching for data. The wildcards can be helpful in finding the exact information that user wants to process. The following are the supported standard wildcard features.

Character	Function
% (percent sign)	Match one or more characters.
_ (underscore)	Match any single character.
\ (back slash)	Escape character – don’t treat the next character as a wildcard.

When attempting to search for a member, you may use the “wildcard” search feature. One commonly used wildcard is the “_” sign. The use of this sign represents a single letter instead of a group of letters. For example, if you would like to see all the members whose last names contain the letters “C”, “H” and “N”, in that order, the “_” wildcard would be used to represent a single letter between the characters in which it is placed. An example of the search results when a “_” is used is located below.

The screenshot shows a search interface with the following elements:

- Buttons: "Find an Existing Value" (selected), "Add a New Value"
- Maximum number of rows to return (up to 300): 300
- Search Criteria:
 - Empl ID: begins with
 - Profile Type: begins with
 - Name: begins with
 - Last Name: begins with CH_N
 - Alternate Character Name: begins with
- Options: Include History, Correct History, Case Sensitive
- Buttons: Search, Clear, Basic Search, Save Search Criteria
- Search Results:
 - Message: Only the first 300 results of a possible 489 can be displayed. Enter more search key information and search again to re
 - View All, First, 101-200 of 300, Last
 - Table with columns: Empl ID, Profile Type, Name, Last Name, Alternate Character Name

Empl ID	Profile Type	Name	Last Name	Alternate Character Name
	AWARDS COORD		CHANDLER	(blank)
	PERSON		CHANDLER	(blank)
	PERSON		CHANDRASENA	(blank)
	PERSON		CHANES	(blank)
	PERSON		CHANEY	(blank)
	RETIREE		CHANEY	(blank)
	PERSON		CHANEY	(blank)
	RETIREE		CHANEY	(blank)
	PERSON		CHANEY	(blank)
	PERSON		CHANEY	(blank)
	RETIREE		CHANEY	(blank)
	PERSON		CHANEY	(blank)

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Another wildcard that is commonly used is the “%” sign. This wildcard is used to represent multiple characters. For example, if you would like to see all members whose last names contain the letters “C”, “H” and “N”, regardless of the order of the letters in the name, the “%” wildcard should be used. Below is an illustration of this example.

The screenshot shows a search interface with two tabs: "Find an Existing Value" (selected) and "Add a New Value". Below the tabs, there is a text input field for "Maximum number of rows to return (up to 300):" with the value "300".

The search criteria are as follows:

- Empl ID:** begins with []
- Profile Type:** begins with []
- Name:** begins with []
- Last Name:** begins with CH%N
- Alternate Character Name:** begins with []

Options: Include History Correct History Case Sensitive

Buttons: Search, Clear, Basic Search, Save Search Criteria

Search Results

Only the first 300 results of a possible 1459 can be displayed. Enter more search key information and see [View All](#) First 1-100 of 300 Last

Empl ID	Profile Type	Name	Last Name	Alternate Character Name
	PERSON		CHACON	(blank)
	PERSON		CHACON	(blank)
	RETIREE		CHACON	(blank)
	PERSON		CHACON	(blank)
	PERSON		CHACON	(blank)
	PERSON		CHACON	(blank)
	PERSON		CHACON	(blank)
	PERSON		CHACON	(blank)
	PERSON		CHACON	(blank)
	PERSON		CHACON	(blank)
	AWARDS COORD		CHACON	(blank)
	PERSON		CHACON	(blank)
	PERSON		CHADBAND	(blank)
	PERSON		CHADBOURNE	(blank)

4 Entering a Degree

When information about a member’s Education is received and ready to be entered into Direct Access, navigate to the following page:

Portal Link: Person Profile

Menu path: Main Menu > Workforce Development > Profile Management > Profiles > Person Profiles

4.1 Locating a Member

1. Use the Search record to pull up the member’s Person Profile using the member’s EMPLID or name.

HINT: When attempting to search for a member, you may use the Direct Access “wildcard” search feature. Refer to section “[3. Wildcard Search](#)” for more information.

Person Profiles

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

Maximum number of rows to return (up to 300):

Empl ID: begins with

Profile Type: begins with

Name: begins with

Last Name: begins with

Alternate Character Name: begins with

Include History Correct History Case Sensitive

 [Basic Search](#) [Save Search Criteria](#)

2. Click the Search button. If the search returns more than one record, be sure to select the correct member’s record that has “PERSON” in the Profile Type column.



Note: If a member has both a Person Profile and an Awards Coordinator Profile, then that member is a PHS officer who is or has been assigned to the Coast Guard for duty. Use the “PERSON” profile to record the data.

4.2 Viewing Degrees

1. Click the Education tab.

Person Profile

Empl ID: [REDACTED] [REDACTED]

Profile Type: PERSON Person

*Profile Status: Active

*Description: [REDACTED]

Profile Actions: <Select Action>   

Competencies [Qualifications](#) **Education**

Competencies (Approval Not Required)						Customize	Find	View All	Print	Grid	First	1-5 of 6	Last
ID	Competency	*Effective Date	Evaluation Type	Proficiency	View History								
[REDACTED]	[REDACTED]	01/30/2012	Approved/Official	Good									
[REDACTED]	[REDACTED]	04/30/2011	Approved/Official	Good									
[REDACTED]	[REDACTED]	07/27/2009	Approved/Official	Tier 1									
[REDACTED]	[REDACTED]	01/30/2012	Approved/Official	Good									
[REDACTED]	[REDACTED]	05/22/2004	Approved/Official	Good									

[+ Add New Competencies](#)

A list of the member's current Degrees will be displayed in the Education content section.

Person Profile

Empl ID: [REDACTED] [REDACTED]

Profile Type: PERSON Person

*Profile Status: Active

*Description: [REDACTED]

Profile Actions: <Select Action>   

Competencies [Qualifications](#) **Education**

Degrees (Approval Not Required)				Customize	Find	View All	Print	Grid	First	1-2 of 2	Last
ID	Degree	Major Code	Qualifying								
B	College Graduate	Biology	<input checked="" type="checkbox"/>								
MSPH	Master of Public Health	PUBLIC HLTH	<input type="checkbox"/>								

[+ Add New Degrees](#)

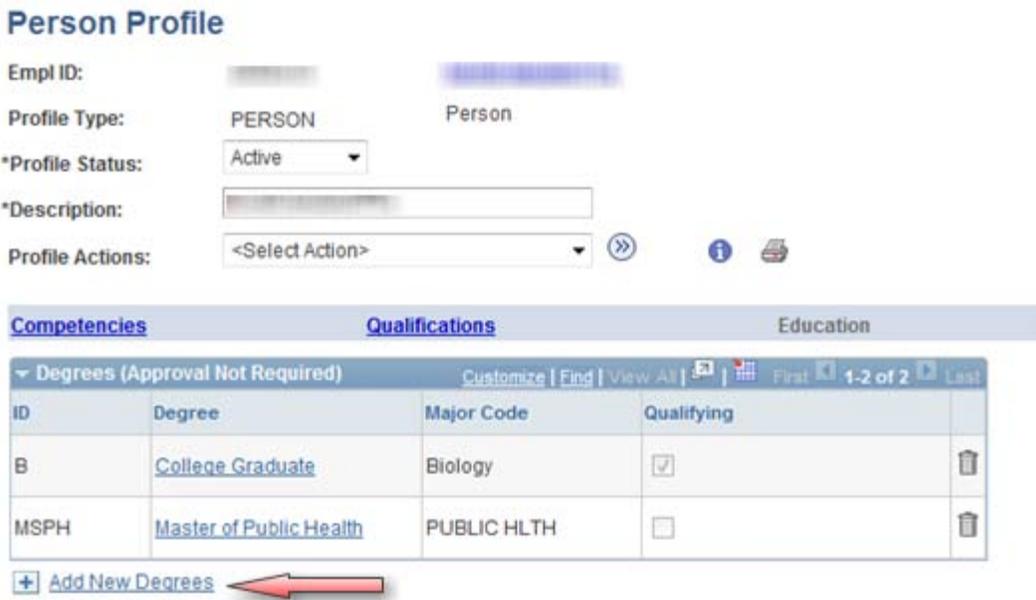
2. If a member has more than five degrees, only the first five will be displayed. Click on the View All link to display all of the member's degrees. Check to see if the degree, with a different effective date, has previously been entered on the member's record.

3. If the degree is new, proceed to section “[4.3. Adding a New Degree](#)”. If the degree currently exists, proceed to section “[4.4. Adding a Previously Granted Degree of the Same Type](#)”. To add a historical dated degree, proceed to section “[4.5. Adding a Historical Dated Degree of the Same Type](#)”.

4.3 Adding a New Degree

Follow the steps below to add a new degree to a member’s profile.

1. To add a new degree, click on the “Add New Degrees” link located below the Education content section.



2. On the Add New Degrees page, enter the following fields:

Field	Description/Instructions
*Date Acquired (Required)	Enter the date the Degree was issued. Also known as the Effective Date . Click on the icon to choose a date.
*Degree (Required)	Enter the Degree or select it from a listing that will be displayed by clicking and performing a Lookup in the Degree Table search box. A single click on any column in that row will take you back to the Degree page with the Degree field populated.
Major Code (See sidebar)	Enter the Major or select it from a listing that will be displayed by clicking and performing a Lookup in the Major Table search box.
*Status (Required)	Leave as Active
Country	If not USA, click the and enter search criteria in the Lookup Country search dialog box. Valid values are pre-defined in the Table.

The Major Code field is not marked as a required field in the system. However, if the Major Code is left blank the member's degree information will not be displayed in the CG Business Intelligence (CGBI) Officer or Employee Summary Sheet.

Field	Description/Instructions
State	Enter the State abbreviation or click the  to display the Lookup State Table. Enter partial search criteria. Click Search to display possible matches. A single click on any column in that row retrieves the page.
School Code	Enter the School Code or select it from a listing that will be displayed by clicking  and performing a Lookup in the School Table search box.
Minor Code	If applicable, enter the Minor or select it from a listing that will be displayed by clicking  and performing a Lookup in the Minor Table search box.
Average Grade	Enter the Grade Point Average (optional, this field may be left blank if the average grade in not provided on the documentation provided).
Graduated Checkbox	Click this checkbox on to show the employee has graduated.
Terminal Degree for Discipline Checkbox	N/A. Do not select.
Qualifying	N/A. Do not select.
Accredited Checkbox	N/A. Do not select.
Educator	N/A. Do not use.
OK	Click OK to Save the page. NOTE: The entry will not be saved to the Person Profile until you click SAVE at bottom of the Person Profile page

For fields that have the ‘Lookup’ icon next to it, you may narrow the search by clicking on the icon and entering a value in one or many of the search fields on the Lookup page.

- a. **Content Item ID:** Enter all or part of the degree code
- b. **Content Group Type:** N/A
- c. **Content Group:** N/A
- d. **Description:** Enter all or part of the title of the degree

After you click OK, you will be returned to the Person Profile page. The new degree will be displayed in the summary grid.

- 3. Click the Save button located at the bottom of the Person Profile page to commit the entry.

NOTE: If the wrong degree was selected, delete it and repeat Step 4.3.

- 4. Click on “Return to Search” to enter information on a different member or [Home](#) to return to the Portal Homepage.

4.4 Adding a Previously Granted Degree of the Same Type

Follow the steps below to add a new row to a Degree Code that currently exists in the member’s profile.

NOTE: The system allows a degree with different effective dates to be entered on a member’s record multiple times. Adding a new effective dated row involves adding a new row to the education data history.

1. Click the Education tab. A list of the member’s current degrees will display under the Degrees content section

Person Profile

Empl ID: [View Profile](#)

Profile Type: PERSON Person

*Profile Status: Active

*Description:

Profile Actions: [<Select Action>](#) [»](#) [i](#) [print](#)

Competencies		Qualifications		Education	
▾ Degrees (Approval Not Required) Customize Find View All Print Calendar First 1-2 of 2 Last					
ID	Degree	Major Code	Qualifying		
B	College Graduate	Biology	<input checked="" type="checkbox"/>	trash	
MSPH	Master of Public Health	PUBLIC HLTH	<input type="checkbox"/>	trash	
+ Add New Degrees					

2. In the Degree column, click on the existing degree record.

Competencies		Qualifications		Education	
▾ Degrees (Approval Not Required) Customize Find View All Print Calendar First 1-2 of 2 Last					
ID	Degree	Major Code	Qualifying		
B	College Graduate	Biology	<input checked="" type="checkbox"/>	trash	
MSPH	Master of Public Health	PUBLIC HLTH	<input type="checkbox"/>	trash	

The user will be directed to the “Update Degrees” page.

Person Profile

Add New Degrees

Empl ID: [REDACTED] [REDACTED]

Profile Type: PERSON Person

Add item details. Select OK to apply changes and return. Select Cancel to return. Select Apply and Add to continue adding additional items.

Details Find | View All First 1 of 1 Last

***Date Acquired:** 05/16/1998   

***Degree:** B  Bachelors Degree

Major Code: 750  BIOLOGY, GENERAL

***Status:** Active 

Country: USA  United States

State: CT Connecticut

School Code: 129020  UNIVERSITY OF CONNECTICUT

Minor Code: 

Average Grade:

Graduated

Terminal Degree for Discipline

Qualifying

Accredited

Educator: 

IMPORTANT: The system does not allow the entry of duplicate entries in a member's profile. If you enter a membership with a Date Acquired date that already exists in the member's profile, you will receive an error message. You must indicate a different date to resolve the error.

3. Click on the  sign in the top right corner of the Detail box to insert a new effective dated row.

Person Profile

Add New Degrees

Empl ID: [REDACTED] [REDACTED]

Profile Type: PERSON Person

Add item details. Select OK to apply changes and return. Select Cancel to return. Select Apply and Add to continue adding additional items.

Details Find | View All First 1 of 1 Last

*Date Acquired:	<input type="text" value="05/16/1998"/>		 
*Degree:	<input type="text" value="B"/>		Bachelors Degree
Major Code:	<input type="text" value="750"/>		BIOLOGY, GENERAL
*Status:	<input type="text" value="Active"/>		
Country:	<input type="text" value="USA"/>		United States
State:	<input type="text" value="CT"/>		Connecticut
School Code:	<input type="text" value="129020"/>		UNIVERSITY OF CONNECTICUT
Minor Code:	<input type="text"/>		
Average Grade:	<input type="text"/>		
	<input checked="" type="checkbox"/> Graduated		
	<input type="checkbox"/> Terminal Degree for Discipline		
	<input type="checkbox"/> Qualifying		
	<input type="checkbox"/> Accredited		
Educator:	<input type="text"/>		

4. A new degree record is created with the current date populated in the Date Acquired field. The Details box will display “1 of 2” in the upper right corner of the record. Any fields that were populated on the previous degree row will be brought forward and populated on the new row.

Details Find | " " | 1 of 2 Last

*Date Acquired: 01/25/2012

Degree: B Bachelors Degree

Major Code: 750 BIOLOGY, GENERAL

*Status: Active

Country: USA United States

State: CT Connecticut

School Code: 129020 UNIVERSITY OF CONNECTICUT

Minor Code:

Average Grade:

Graduated

Terminal Degree for Discipline

Qualifying

Accredited

Educator:

5. Complete the fields (if necessary) as indicated in section “[4.3. Adding a New Degree](#)”
6. Click OK to return to the Person Profile page. Upon returning to the Person Profile page, the multiple records icon  will be displayed on the row for the newly added degree.

Degrees (Approval Not Required) Customize Find View All First 1-2 of 2 Last					
ID	Degree	Major Code	Qualifying	View History	
B	College Graduate	Biology	<input checked="" type="checkbox"/>		
MSPH	Master of Public Health	PUBLIC HLTH	<input type="checkbox"/>		

7. Click the Save button located at the bottom of the Person Profile page to commit the entry.
8. Click on “Return to Search” to enter information on a different member or [Home](#) to return to the Portal Homepage.

4.5 Adding a Historical Dated Degree of the Same Type

The Effective Date of the degree being entered cannot be prior to the Effective Date of the existing degree. If the Effective Date of the degree being entered is prior to the Effective Date of the degree that has already been entered, you will need to enter the new row below the degree that already exists and adjust the Effective Dates of both degree entries **PRIOR** to saving the page.

4.5.1 Adding a Historical Dated Row Mid-Stack

Inserting a row mid-stack is the process of adding a row **BETWEEN** two existing records. For example, if the user is entering a degree with a July 1, 2008 Effective Date and two degrees currently exist with the Effective Dates of June 1, 2009 and August 1, 2007, the user will be required to enter the July 2008 row **mid-stack**.

Follow the following steps to enter a historical dated degree mid-stack:

1. Follow the instructions in section “[4.1. Locating a Member](#)” to search for the member’s record.
2. Click the Education tab. A list of the member’s current degrees will display under the Degrees content section
3. In the Degree column, click on the existing degree record in which a historical dated row will be entered.

ID	Degree	Major Code	Qualifying	View History
B	Bachelors Degree	BIOLOGY, GENERAL	<input checked="" type="checkbox"/>	 
MSPH	Master of Public Health	PUBLIC HEALTH	<input type="checkbox"/>	 

The user will be directed to the “Update Degrees” page.

4. Click “View All” in the top right corner of the Details bar to view all current rows on the member’s record.

Person Profile

Update Degrees

Empl ID: [REDACTED] [REDACTED]

Profile Type: PERSON Person

Update item details, then select OK to apply changes and return. Select Cancel to return without any changes.

Details View All First 1 of 2 Last

*Date Acquired:	<input type="text" value="06/1/2009"/>			
Degree:	MSPH	Master of Public Health		
Major Code:	1351	PUBLIC HEALTH		
*Status:	<input type="text" value="Active"/>			
Country:	<input type="text" value="USA"/>	United States		
State:	<input type="text" value="FL"/>	Florida		
School Code:	<input type="text" value="137351"/>	UNIVERSITY OF SOUTH FLORIDA		
Minor Code:	<input type="text"/>			
Average Grade:	<input type="text"/>			
	<input checked="" type="checkbox"/> Graduated			
	<input type="checkbox"/> Terminal Degree for Discipline			
	<input type="checkbox"/> Qualifying			
	<input type="checkbox"/> Accredited			
Educator:	<input type="text" value="Master of Public Health Practice"/>			

5. Click the  sign located on the most historically dated row. *Using the example above the most historically dated row is: August 1, 2007.*

Details Find | View 1 | First 1-2 of 2 | Last

*Date Acquired:	06/01/2009 	  
Degree:	MSPH	Master of Public Health
Major Code:	1351	PUBLIC HEALTH
*Status:	Active 	
Country:	USA 	United States
State:	FL	Florida
School Code:	137351 	UNIVERSITY OF SOUTH FLORIDA
Minor Code:	<input type="text"/> 	
Average Grade:	<input type="text"/>	
	<input checked="" type="checkbox"/> Graduated	
	<input type="checkbox"/> Terminal Degree for Discipline	
	<input type="checkbox"/> Qualifying	
	<input type="checkbox"/> Accredited	
Educator:	Master of Public Health Practice 	

*Date Acquired:	08/01/2007 	  
Degree:	MSPH	Master of Public Health
Major Code:	1351	PUBLIC HEALTH
*Status:	Active 	
Country:	USA 	United States
State:	FL	Florida
School Code:	137351 	UNIVERSITY OF SOUTH FLORIDA
Minor Code:	<input type="text"/> 	
Average Grade:	<input type="text"/>	
	<input checked="" type="checkbox"/> Graduated	
	<input type="checkbox"/> Terminal Degree for Discipline	
	<input type="checkbox"/> Qualifying	
	<input type="checkbox"/> Accredited	
Educator:	Master of Public Health Practice 	

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- A new degree record is created with the historical date populated in the Date Acquired field. The Details box will display “1 of 3” in the upper right corner of the record. Any of the fields that were populated on the historical dated row will be brought forward and populated on the new row.

The screenshot displays three stacked 'Details' panels for degree records. Each panel contains the following information:

- Date Acquired:** 06/01/2009 (top), 08/01/2007 (middle), 08/01/2007 (bottom)
- Degree:** MSPH (Master of Public Health)
- Major Code:** 1351 (PUBLIC HEALTH)
- Status:** Active
- Country:** USA (United States)
- State:** FL (Florida)
- School Code:** 137351 (UNIVERSITY OF SOUTH FLORIDA)
- Minor Code:** (empty)
- Average Grade:** (empty)
- Checkboxes:** Graduated, Terminal Degree for Discipline, Qualifying, Accredited
- Educator:** Master of Public Health Practice

The top panel includes a '1 of 3' indicator in the upper right corner, indicating it is the first of three records in a group.

- Adjust the Date Acquired of the new row to reflect the date the degree was acquired. *Using the example provided above, the new Date Acquired is: **July 1, 2008***

The screenshot shows a 'Details' window for a degree record. The 'Date Acquired' field is highlighted with a red box and contains the text '07/01/2008'. Other fields include: Degree: MSPH (Master of Public Health); Major Code: 1351 (PUBLIC HEALTH); Status: Active (dropdown menu); Country: USA (United States); State: FL (Florida); School Code: 137351 (UNIVERSITY OF SOUTH FLORIDA); Minor Code: (empty); Average Grade: (empty); and Educator: Master of Public Health Practice. There are also checkboxes for 'Graduated' (checked), 'Terminal Degree for Discipline', 'Qualifying', and 'Accredited'.

- Complete the additional fields according to the instructions in section 4.3.
- Click OK to return to the Person Profile page.
- Click the Save button located at the bottom of the Person Profile page to commit the entry.

NOTE: Once the record is saved, the Degree and Major Codes cannot be changed.

- Click on “Return to Search” to enter information on a different member or [Home](#) to return to the Portal Homepage.

4.5.2 Adding a Historical Dated Row End-Stack

Inserting a row end-stack is the process of adding a row **AT THE END** of one or multiple existing records. For example, if the user is entering a degree with a January 1, 2001 Effective Date and two degrees currently exist with the Effective Dates of June 1, 2003 and April 1, 2002 the user will be required to enter the January 2001 row **end-stack**.

Follow the following steps to enter a historical dated degree end-stack:

- Follow the instructions from section “[4.1. Locating a Member](#)” to search for the member’s record.
- Click the Education tab and scroll down to the Memberships content section. A list of the member’s current degrees will display under the Degrees content section
- In the Degrees column, click on the existing degree record in which a historical dated row will be entered.

Degrees (Approval Not Required)					
ID	Degree	Major Code	Qualifying	View History	
B	Bachelors Degree	BIOLOGY, GENERAL	<input checked="" type="checkbox"/>		
MSPH	Master of Public Health	PUBLIC HEALTH	<input type="checkbox"/>		

The user will be directed to the “Update Degrees” page.

4. Click “View All” in the top right corner of the Details bar to view all current rows on the member’s record.

Person Profile

Update Degrees

Empl ID:

Profile Type: PERSON Person

Update item details, then select OK to apply changes and return. Select Cancel to return without any changes.

Details View All First 1 of 3 Last

***Date Acquired:**

Degree: MSPH Master of Public Health

Major Code: 1351 PUBLIC HEALTH

***Status:**

Country: United States

State: Florida

School Code: UNIVERSITY OF SOUTH FLORIDA

Minor Code:

Average Grade:

Graduated

Terminal Degree for Discipline

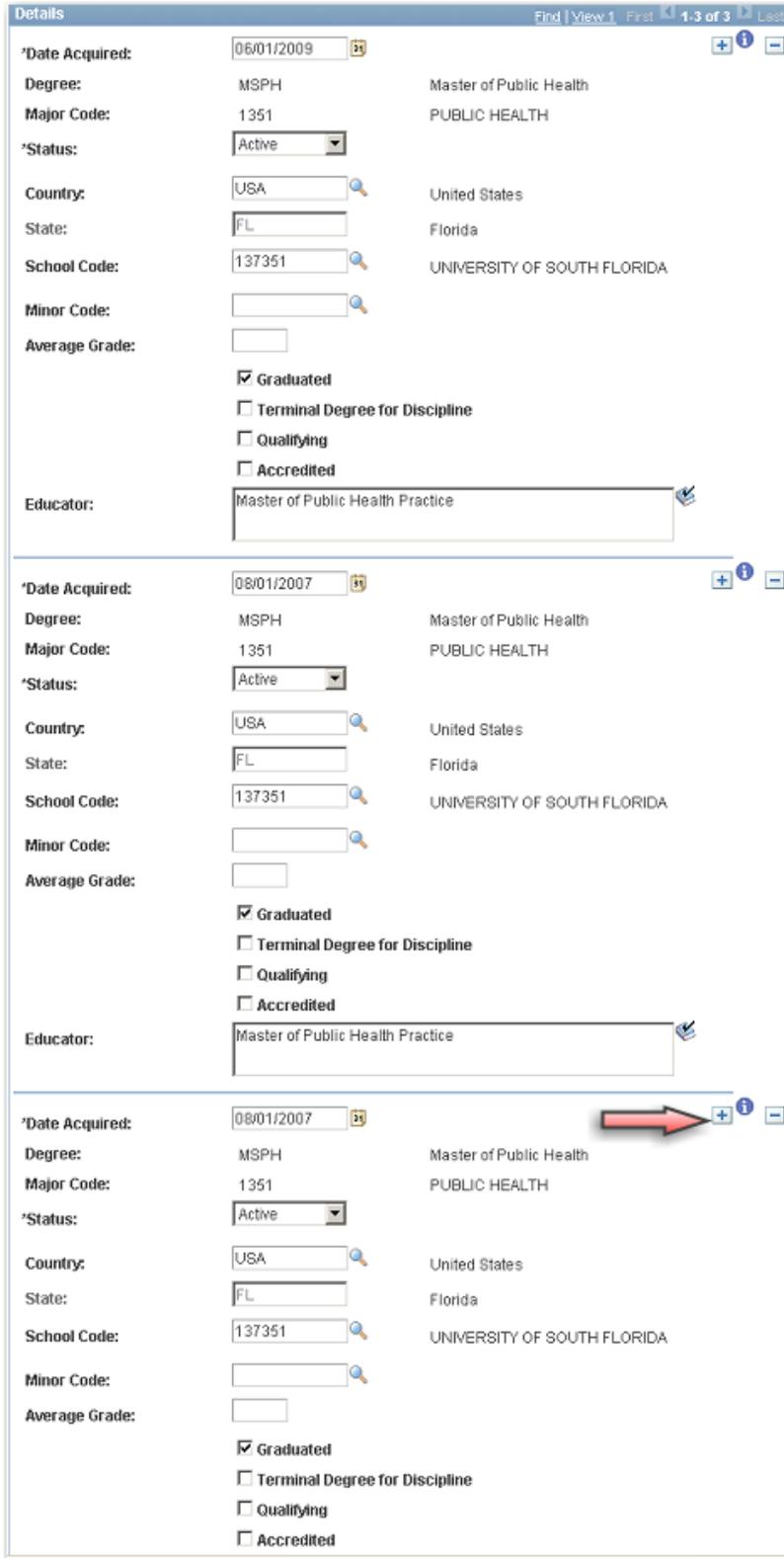
Qualifying

Accredited

Educator:

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5. Click the  sign located on the most historically dated row. *Using the example above the most historically dated row is: August 1, 2007.*



The screenshot displays a 'Details' window with three rows of degree information. Each row includes fields for Date Acquired, Degree, Major Code, Status, Country, State, School Code, Minor Code, Average Grade, and Educator. The bottom row is highlighted with a red arrow pointing to its plus sign icon.

Date Acquired	Degree	Major Code	Status	Country	State	School Code	Minor Code	Average Grade	Educator
06/01/2009	MSPH	1351	Active	USA	FL	137351			Master of Public Health Practice
08/01/2007	MSPH	1351	Active	USA	FL	137351			Master of Public Health Practice
08/01/2007	MSPH	1351	Active	USA	FL	137351			Master of Public Health Practice

- A new degree record is created with the historical date populated in the Date Acquired field. The Details box will display “1 of 4” in the upper right corner of the record. Any of the fields that were populated on the historical dated row will be brought forward and populated on the new row.

The screenshot shows a 'Details' window with two rows of data. A red arrow points to the '1 of 4' indicator in the top right corner of the window.

Field	Value (Top Row)	Value (Bottom Row)
*Date Acquired:	07/01/2008	06/01/2009
Degree:	MSPH	MSPH
Major Code:	1351	1351
*Status:	Active	Active
Country:	USA	USA
State:	FL	FL
School Code:	137351	137351
Minor Code:		
Average Grade:		
Graduated	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Terminal Degree for Discipline	<input type="checkbox"/>	<input type="checkbox"/>
Qualifying	<input type="checkbox"/>	<input type="checkbox"/>
Accredited	<input type="checkbox"/>	<input type="checkbox"/>
Educator:	Master of Public Health Practice	Master of Public Health Practice

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*Date Acquired:	08/01/2007			
Degree:	MSPH	Master of Public Health		
Major Code:	1351	PUBLIC HEALTH		
*Status:	Active			
Country:	USA	United States		
State:	FL	Florida		
School Code:	137351	UNIVERSITY OF SOUTH FLORIDA		
Minor Code:				
Average Grade:				
	<input checked="" type="checkbox"/> Graduated			
	<input type="checkbox"/> Terminal Degree for Discipline			
	<input type="checkbox"/> Qualifying			
	<input type="checkbox"/> Accredited			
Educator:	Master of Public Health Practice			

*Date Acquired:	08/01/2007			
Degree:	MSPH	Master of Public Health		
Major Code:	1351	PUBLIC HEALTH		
*Status:	Active			
Country:	USA	United States		
State:	FL	Florida		
School Code:	137351	UNIVERSITY OF SOUTH FLORIDA		
Minor Code:				
Average Grade:				
	<input checked="" type="checkbox"/> Graduated			
	<input type="checkbox"/> Terminal Degree for Discipline			
	<input type="checkbox"/> Qualifying			
	<input type="checkbox"/> Accredited			
Educator:	Master of Public Health Practice			

- Adjust the Date Acquired of the **LAST** row to reflect the date of the new degree being entered on the record. *Using the example provided above, the new Date Acquired is: **January 1, 2001***

The screenshot shows a 'Details' window with the following information:

- Date Acquired:** 01/01/2001
- Degree:** MSPH (Master of Public Health)
- Major Code:** 1351 (PUBLIC HEALTH)
- Status:** Active
- Country:** USA (United States)
- State:** FL (Florida)
- School Code:** 137351 (UNIVERSITY OF SOUTH FLORIDA)
- Minor Code:** (empty)
- Average Grade:** (empty)
- Checkboxes:**
 - Graduated
 - Terminal Degree for Discipline
 - Qualifying
 - Accredited
- Educator:** Master of Public Health Practice

- Complete the additional fields according to the instructions in section "[4.3. Add a New Degree](#)".
- Click OK. After you click OK you will be returned to the Person Profile page.
- Click the Save button located at the bottom of the Person Profile page to commit the entry.
- Click on "Return to Search" to enter information on a different member or Home to return to the Portal Homepage.

5 Correcting a Degree Record

5.1 Correcting a Degree and/or Major Code

If the Degree and/or Major Codes need to be corrected, the user MUST first delete the record and reenter it using the correct Degree or Major Code. Directions on how to delete a record can be found in section "[6. Deleting a Degree](#)".

5.2 Correcting other Degree Data

1. Follow the instructions in section "[4.1. Locating a Member](#)" to search for the member's record.
2. Change/correct the appropriate fields.
3. Click OK to return to the Person Profile page
4. Click Save at the bottom of the Person Profile page to commit the changes

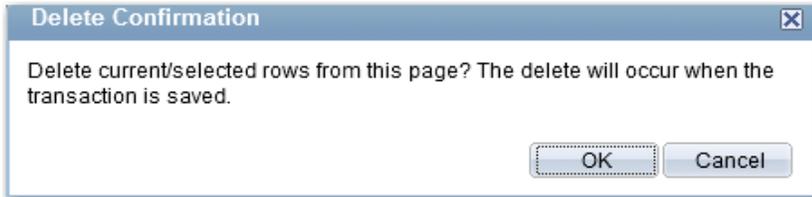
6 Deleting a Degree

As with any delete function, use extreme caution when performing delete transactions. It is possible to delete the wrong record or records, especially if the member has multiple instances of the degree. If a record is erroneously deleted, it will have to be recreated.

Note: If this is a degree that has just been added, the  button used to delete some records will not appear until the user leaves the page and returns. The easiest resolution is to click “Return to Search” and then re-enter the member’s profile. This is a nuance of the application.

6.1 Deleting a Single Degree

1. Follow the instructions from section “[4.1. Locating a Member](#)”, to search for the member’s record.
2. Click the Education tab.
3. Click the trashcan on the degree row to be deleted.
4. Click OK to confirm the deletion.



5. Click OK to return to the Person Profile page.
6. Click Save at the bottom of the Person Profile page to commit the changes.

6.2 Deleting One Degree of Multiple Instances

1. To delete one degree of multiple records of the same type, select the Degree.

Degrees (Approval Not Required)					
ID	Degree	Major Code	Qualifying	View History	
B	Bachelors Degree	BIOLOGY, GENERAL	<input checked="" type="checkbox"/>		
MSPH	Master of Public Health	PUBLIC HEALTH	<input type="checkbox"/>		

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2. Scroll through the records using the arrows to find the correct record to delete.

Person Profile

Update Degrees

Empl ID: 1187962 Michael Chandler
Profile Type: PERSON Person

Update item details, then select OK to apply changes and return. Select Cancel to return without any changes.

Details Find | View All | 1 of 2 | Last

***Date Acquired:** 1/25/2012

Degree: B Bachelors Degree

Major Code: 750 BIOLOGY, GENERAL

***Status:** Active

Country: USA United States

State: CT Connecticut

School Code: 129020 UNIVERSITY OF CONNECTICUT

Minor Code:

Average Grade:

Graduated
 Terminal Degree for Discipline
 Qualifying
 Accredited

Educator:

Users can also “View All” records to search for the record to be deleted.

3. Once the correct record has been located, click the  button in the upper right corner of the record.

Details Find | View All | First | 1 of 2 | Last

***Date Acquired:** 1/25/2012

Degree: B Bachelors Degree

Major Code: 750 BIOLOGY, GENERAL

***Status:** Active

Country: USA United States

State: CT Connecticut

School Code: 129020 UNIVERSITY OF CONNECTICUT

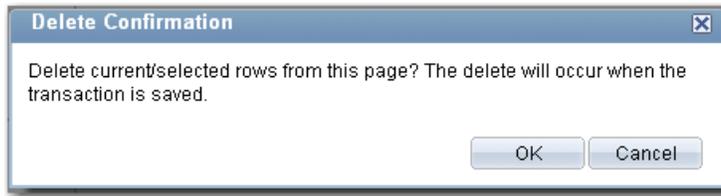
Minor Code:

Average Grade:

Graduated
 Terminal Degree for Discipline
 Qualifying
 Accredited

Educator:

4. Click OK to confirm the deletion

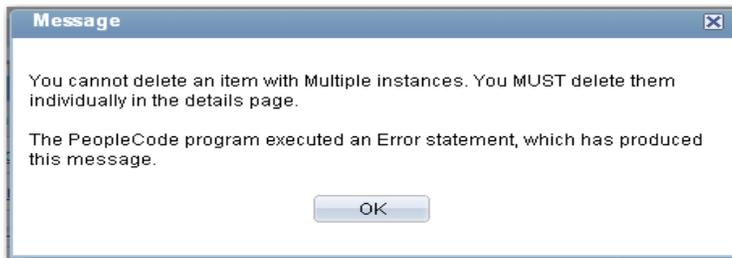


5. Click OK to return to the Person Profile page.
6. Click Save at the bottom of the Page Profile to commit the changes.

6.3 Deleting All Records for a Degree Type

Each record must be deleted individually using the steps outlined in section “[6.2 Deleting One Degree of Multiple Instances](#)”. To prevent unintentional deletions of degrees, the trashcan functionality for multiple instances has been disabled.

The following message will appear if you attempt to delete multiple instances at one time:



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