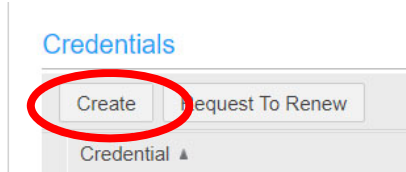


Infor – Updating the Talent Profile

In the Employee Space, Select Edit Profile
Select Talent Profile

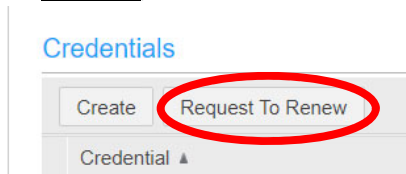
ADD/UPDATE CREDENTIAL

1. To **ADD**, under Credentials select Create

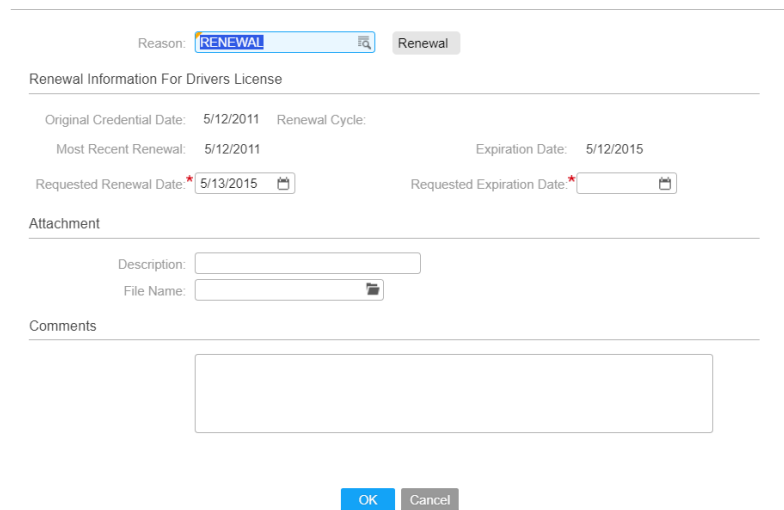



- a. Select Reason = NEW
- b. Select Credential
- c. Enter Credential Number and Dates
- d. Enter Source as applicable
- e. Attach Documented Proof
- f. Click Save

2. To **UPDATE**, under Credentials



- a. Highlight Credential desired to renew
- b. Select Request to Renew
- c. Enter a Reason = RENEWAL
- d. Enter Requested Renewal Date (NEW Issue Date)
- e. Enter Requested Expiration Date (NEW Expiration Date)
- f. Attached
- g. Attach Documented Proof
- h. Click Save

A screenshot of a web form titled 'Renewal Information For Drivers License'. At the top, there is a 'Reason:' dropdown menu with 'RENEWAL' selected and a 'Renewal' button. Below this, the form is divided into sections: 'Renewal Information For Drivers License', 'Attachment', and 'Comments'. The 'Renewal Information' section includes fields for 'Original Credential Date' (5/12/2011), 'Most Recent Renewal' (5/12/2011), 'Expiration Date' (5/12/2015), 'Requested Renewal Date' (5/13/2015), and 'Requested Expiration Date'. The 'Attachment' section has fields for 'Description' and 'File Name'. The 'Comments' section has a large text area. At the bottom right, there are 'OK' and 'Cancel' buttons.

You will see a caution icon  until Human Resources approves your request.

Infor – Updating the Talent Profile

ADD/UPDATE EDUCATION

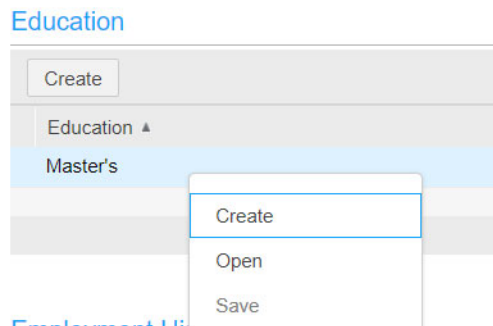


ADD

1. Under Education, select Create
2. Enter all relevant and available information.
3. Click Save

UPDATE

4. To UPDATE previously entered data
 - a. Double click the one you wish to edit OR
 - b. Highlight the one you wish to edit, right click, select Open



- c. Change or update fields as necessary.
- d. Click Save
 - i. Save will not be available (grayed out) until information is actually changed.