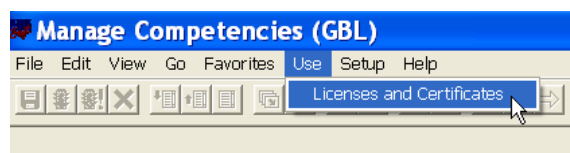
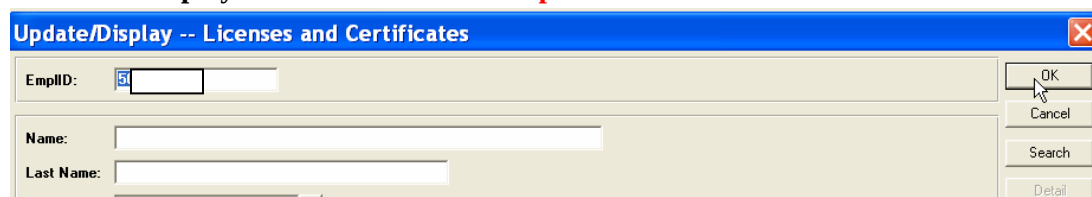
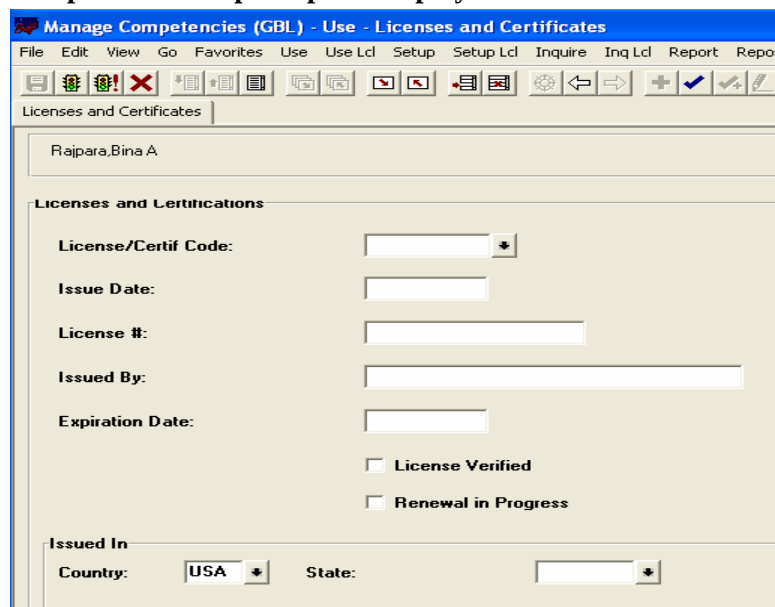


**Instructions for Entering DSW Training Certificates in PeopleSoft HRMS**

The instructions on the first three pages of this document are for entering Disaster Service Worker related training and course compliance data into PeopleSoft using employee ID numbers. The last three pages detail instructions on how to enter the data using DSW ID numbers since some of the DSW training courses require them in lieu of employee ID numbers. If you have any questions, please contact your designated DHR Client Services Analyst.

1) Logon to PeopleSoft. Select **Go > (Develop Workforce)> Manage Competencies (GBL)****2) Select **Use > Licenses and Certificates******3) Enter the Employee ID number in the **EmplID** field and click "Ok"****4) The panel should pull up the employee:**

5-A) If there is no row of data or if it is blank, put your cursor in the field “License/Certif Code” and press “**Ctrl + F4**” on your keyboard, then go to step # 6.

Licenses and Certifications

License/Certif Code:

Issue Date:

License #:

5-B) If there is an existing row, put your cursor in the License/Certif Code field and select “**Insert Row**” then press **Ctrl + F4** on your keyboard. Your panel will look like 5-A, go to step #6.



Licenses and Certifications

License/Certif Code: HARASPRV Harassment Prevention Training

Issue Date: 04/06/2005

License #:

Issued By: DHR

Expiration Date: 04/06/2007

☒ License Verified

☐ Renewal in Progress

6) Type “**D**” under “Accomplishment” and select “**Search.**” Double-click on the particular DSW Training course/certificate that you are recording.

Licenses and Certifications

Rajpara,Bina A

License/Certif Code:

Issue Date:

License #:

Issued By:

Expiration Date:

☐ License Verified

☐ Renewal in Progress

Valid Values

Accomplishment: D

Description:

Accomp	Descr
DSW00000	DSW TRAINING VIDEO GROUP
DSW01000	DSW TRAINING VIDEO INDIV
DSW02000	DSW TRAINING ON LINE
DSW03000	DSW TRAINING CLASSROOM
DSW04000	DSW PERSONAL PREP CCSF
DSW04001	DSW PERSONAL PREP RED CROSS
DSW05000	SHELTER OPERATIONS CCSF
DSW05001	SHELTER OPERATIONS RED CROSS
DSW06000	FIRST AID NO CERT CCSF
DSW06001	FIRST AID NO CERT RED CROSS
DSW06400	FIRST AID PROF CCSF
DSW06401	FIRST AID PROF RED CROSS
DSW06500	FIRST AID CERT CCSF
DSW06501	FIRST AID CERT RED CROSS

OK Cancel Search

- 7) Enter the issue date, which is the date the training, course or certificate was completed. The expiration date will automatically populate if the certificate/license requires renewal. You do not need to enter any *License #* or *Issued By* information.

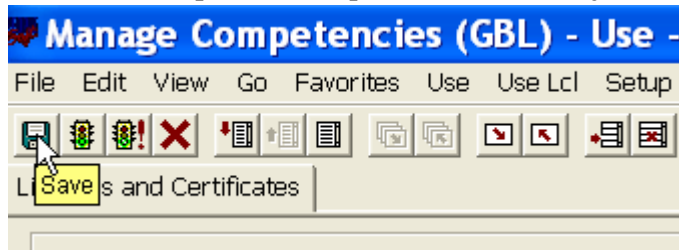
Licenses and Certifications

License/Certif Code:	DSW00000	DSW TRAINING VIDEO GROUP
Issue Date:	05/01/2007	
License #:		
Issued By:		
Expiration Date:	05/01/2009	

☐ License Verified

☐ Renewal in Progress

- 8) Click “**Save**” upon the completion of data entry.



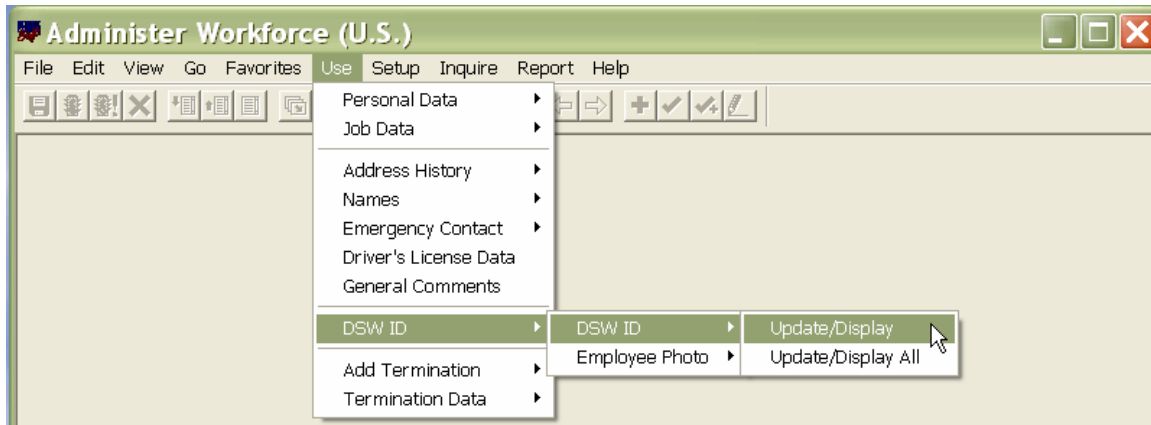
- 9) To make next entry, use the **Blue Check Mark** button to call up the Search Box and go to Step #3



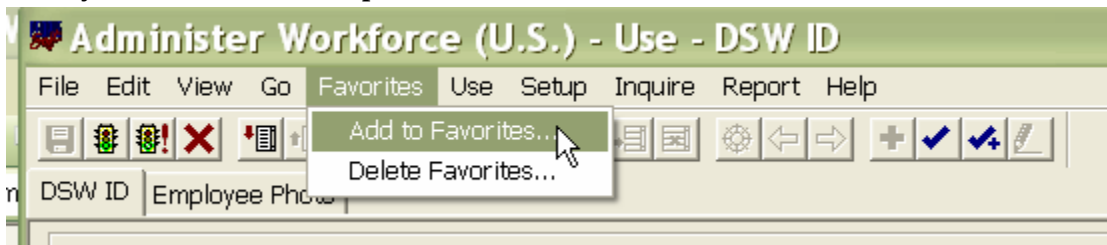
Data Entry of DSW Training, Courses and Certificates using DSW ID Numbers

1) First, you must set your “Favorites” setting to navigate between the **DSW** and **License and Certificates** panels

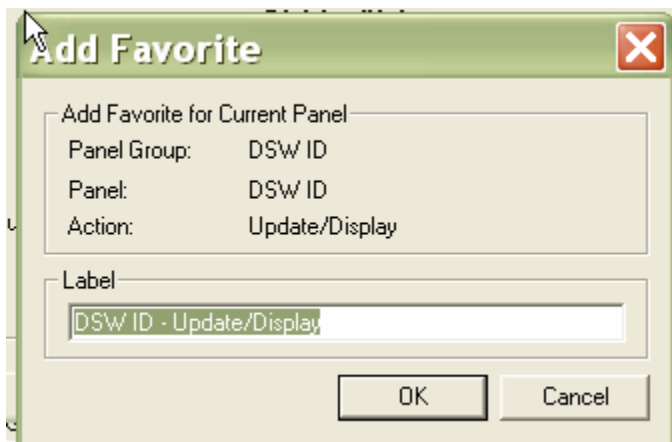
1-a. Navigate to the DSW search panel—select **Use > DSW ID > DSW ID > Update/Display**. Then enter your own DSW Number in the **Badge ID** field.



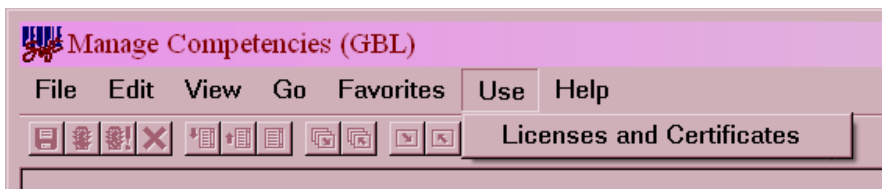
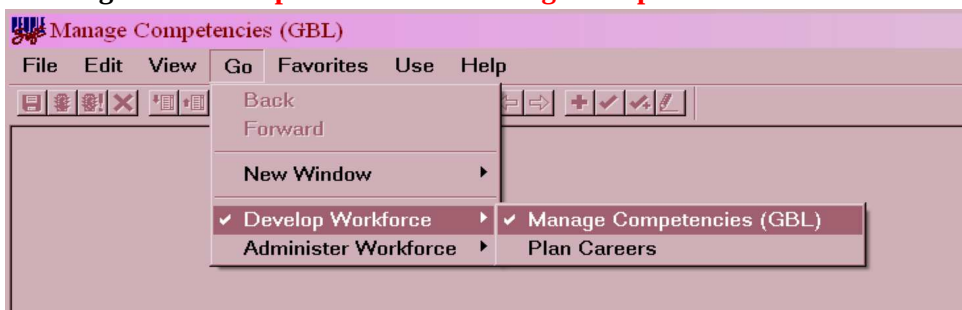
1-b. After your DSW ID comes up, select “**Favorites**” from the menu and select “**Add to Favorites**”



1-c. The default label is “DSW ID – Update/Display.” You may type in another description if you would like. Then choose “**Ok**”



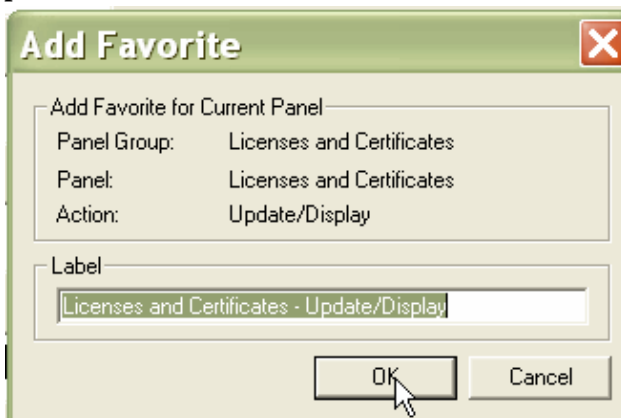
- 1-d. Close the DSW panel (using the **Red X**). Then navigate to the “License and Certificates” panel by selecting **Go > Develop Workforce > Manage Competencies > Use > Licenses and Certificates**



- 1-e. When the search panel comes up, enter your own Employee ID. Once the panel is in view, select “**Favorites**” from the menu and select “**Add to Favorites**”



- 1-f. The default label is “Licenses and Certificates.” You may type in another description if you would like. Then choose “**Ok**.” You are now done setting your “Favorites” to navigate between the two panels.



- **Note:** Once you have set your “Favorites” setting, you do not need to do it again unless you have your HRMS PeopleSoft application re-installed on your computer.
- 2) Now that you have set your “Favorites” to navigate between the **DSW** and **License and Certificates** panels, you can begin entering training data.

- 2-a. Select “**Favorites**” from the menu bar and select “**DSW-ID Update/Display**” (or whatever name you used in step 1-c above—below, “DSW ID” was used). Enter the employee’s DSW ID number. The DSW-ID panel for that employee will pop up – confirm that it is the correct person.

- 2-b. While you still have that panel in view, select “**Favorites**” from the menu, and select “**License and Certificates.**” The employee’s panel will automatically pop up and you can insert the row for the training certification or course. Use the instructions above for Entering DSW Training Certificates in HRMS, using steps #,5, 6,7 and 8 on the second and third page above.
- 2-c. **IMPORTANT:** Once you have saved the certificate/training/course data, use the **Red X** to clear the panel. Then go to “Favorites” again, and select “DSW-ID Update/Display” (or what ever name you used).