Self Service ‘MyBiz’
Module 1, Chapter 3
Updating My Information

Introduction
Self Service provides employees the ability to log into ‘MyBiz’ and update their 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 employees to update employee information.

![Department of Defense](image)

*My Biz and associated web pages are web-based tools created by the Department of Defense (DoD) as part of the Defense Civilian Personnel Data System (DCPDS) to allow DoD personnel access to and management of their personal personnel records. The DoD MyBiz and associated tools can be accessed only by authorized DoD personnel within a .mil or do.doe.edu network. The DoD MyBiz tool has no association with any private or other enterprise using "myBiz" in whole or in part as a title or logo.*

**Figure 1**

**Privacy Act Statement**

Before you can ‘view, add and/or update’ your personal information, you must [ACCEPT](#) the ‘Privacy Act Statement’.

![Privacy Act Statement](image)

- **Authorities:** 5 USC 301; Title 5, USC Chapters 11, 13, 29, 31, 33, 41, 43, 51, 53, 55, 61, 63, 72, 75, 83, and 99; 5 USC 7201; 10 USC 136; 29 CFR 1614.601; and E.O.9397.

- **Principal Purposes:** To allow civilian employees in the Department of Defense (DoD) to update personal information.

- **Routine Uses:** None. The DoD ‘Blanket Routine Uses’ set forth at the beginning of OSD’s compilation of systems of records notices apply to this system.

- **Disclosure:** Voluntary. However, failure to provide or update your information may require manual HR processing or the absence of some information.

**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.

**Work Email Address**

To ‘Add/Update’ work email address, type the new email address and then select the button. Email address is currently being used for the NSPS and/or Agency-unique Performance Appraisal notifications. In addition, work email addresses are being used to communicate personnel information directly to employees.

![Figure 4]
After selecting ‘Update’, a ‘Confirmation’ page displays. Select

Continue Updating Your Information to continue updating your work information or

select View Your My Biz Account to view your information in ‘MyBiz, My Information.’

---

**Figure 5**

### Phone Numbers

To ‘add’ a new phone number, select the button.

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: 555-123-4567 Ext 123. Once you have finished entering your phone number, select the button.
After selecting ‘Submit’, a ‘Confirmation’ page displays. Select Continue Updating Your Information to continue updating your work information. Select View Your My Biz Account to view your information in ‘MyBiz, My Information.’
Edit a Phone Number
To ‘update’ an existing phone number, select the phone number link 555-123-4567 Ext 123.

Figure 9

Change the phone number and select the Submit button.

Figure 10

After selecting ‘Submit’, a ‘Confirmation’ page displays. Select Continue Updating Your Information to continue updating your work information. Select View Your My Biz Account to view your information in ‘MyBiz, My Information.’

Figure 11
Delete a Phone Number
To ‘delete’ a phone number, select the button next to the number you want to delete.

![Figure 12]

A warning screen displays, select the button to process the delete; or, if you want to cancel the delete, select the button.

![Figure 13]

After selecting ‘Yes’, a ‘Confirmation’ page displays. Select Continue Updating Your Information to continue updating your work information. Select View Your My Biz Account to view your information in ‘MyBiz, My Information.’

![Figure 14]
Physical Work Address

To ‘add’ a Physical Work Address, select the Add button. Self Service only allows employees to ‘add’ make one Physical Work address update within a 24-hour period.

Note: As of April 2013, overseas employees can update their physical work address.

When adding a Physical Work Address, ‘Street Address, City, Postal/Zip Code, Country’ are required fields and are noted with an *. Select the Submit button to save data.

Note: Use the to search for a specific Country.

After selecting ‘Submit’, a ‘Confirmation Notice’ displays. Select Continue Updating Your Information to continue updating your work information. Select View Your My Biz Account to view your information in ‘MyBiz, My Information.’
Edit Physical Work Address

To ‘correct’ a physical work address select the radio button next to the physical work address, then select the button.

Make the necessary changes to your physical work address, and then select the button.
After selecting ‘Submit’, a ‘Confirmation’ page displays. Select Continue Updating Your Information to continue updating your work information. Select View Your My Biz Account to view your information in ‘MyBiz, My Information.’ Your changes have now been updated to your personnel record.

![Figure 20](image-url)
Disability tab contains employee’s current disability code.

To ‘update’ the disability code, select the magnifying glass and select from the drop down list using the down arrow. Once you have selected the appropriate code, select the button.

![Figure 21](image1)

The Search and Select: Update Disability Code window will open. In the blank box, next to Description, input your partial search criteria using the % as a wild card (ex., to search for a hearing related disability, input %hearing%), then click Go.

![Figure 22](image2)
Select the radio button next to the appropriate description and click \textit{Select}.

\textbf{Figure 23}

Select \textit{Update} to replace the existing Disability Code with the code identified in the Update Disability Code box.

\textbf{Figure 24}

The updated disability code will be saved and will appear on the Disability Code line. Select another tab to navigate away from this page. \textbf{Caution!} Selecting ‘Update’ when the ‘Update Disability Code’ box is empty will remove the current Disability Code.

\textbf{Figure 25}

\textit{Updating My Information}  

\textit{Module 1, Chap 3 Page 12}
Language tab contains the employee’s languages and ‘Consent to Share and Release Language Information’.

![Figure 26](image)

Employees can ‘update’ proficiencies in an existing language, ‘delete’ a language, or ‘add’ a new language to their ‘MyBiz’ record.

To ‘add’ a new language you must select the ![Add](image) button.

![Figure 27](image)
Use the drop down menus to select the appropriate data for each data field. Once you have completed the fields for your new language, select the button to save your language.

Figure 28
After selecting ‘Submit’, a ‘Confirmation’ page displays allowing you to ‘Print’ your information. To return to the ‘Language’ tab, select on the Continue Updating Your Information link. To view your information in ‘MyBiz, My Information,’ select the View Your My Biz Account link.

**Figure 29**

To ‘update’ an existing language you must select the radio button next to the language, then select the Update button.

**Figure 30**
Once all changes have been made, select the **Submit** button to save your changes.

Note: End-dated languages will display in My Biz, My Information, Personal Tab, Language information region. Do delete (purge from record) use the Delete function.

![Language Information](image)

**Figure 31**

After selecting ‘Submit’, a ‘Confirmation’ page displays allowing you to ‘Print’ your information. To return to the ‘Language’ tab, select on the Continue Updating Your Information link. To view your information in ‘MyBiz, My Information,’ select the View Your My Biz Account link.

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

Note: Deleted languages will be purged from your record. Use the Update function to ‘End Date’ your language. End-dated languages will display in My Biz, My Information, Personal Tab, Language information region.

![Select Language](image)

**Figure 32**
Once you select the ‘delete’ button, a notification will appear, select ‘Yes’ to delete or ‘No’ to return to the language screen.

**Figure 33**

**Retiring & Separating Employees Consent to Share & Release 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 before retiring or separating because all language information in your personnel file will be made available if you chose ‘Yes’ to ‘Consent to Share and Release Your Language Information’.

**Figure 34**

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

**Notes:**

a. If a valid work email address is in ‘MyBiz’, Update My Information, Profile, **Work Email Address** data field, then you also 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 valid work email address in ‘MyBiz’ or if you add an email after you initially ‘Updated’ your Consent to Share and Release Language Information; however, when
you update your Consent to Share and Release Language Information, you will be given an opportunity to print the ‘Confirmation page’ for your records.

2. Use the drop down menu next to each consent statement to select either ‘Yes’ or ‘No’ 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 for the Department of Defense to share this information.

3. Select the **Update** button if you updated your consent information.

   ![Figure 35](attachment:image.png)

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

4. After you select ‘Update’, a ‘Confirmation’ page will display allowing you to ‘Print’ your information. If you do not have a valid work e-mail address identified in the ‘MyBiz’, Update My Information, Profile, **Work Email Address** data field, select the **Print Confirmation** to print this page for your records. To return to the ‘Language’ tab, select the **Continue Updating Your Information** link. To view your information in ‘MyBiz, My Information,’ select the **View Your My Biz Account** link.
Note: If your valid work email address is in ‘MyBiz’, Update My Information, Profile, Work Email Address data field, then you will also receive a ‘Consent to Share and Release Language Information’ confirmation email.
**Ethnicity and Race tab** contains employee’s ethnicity and race.

![Image of Ethnicity and Race tab](image)

**Figure 38**

To ‘update’ ethnicity and race, use the drop down menu to select either ‘Yes’ or ‘No’ to answer the ‘Are You Hispanic or Latino?’ question and to make appropriate selections next to each of the categories listed. Once you are ready to update, select the **Submit** button. The page will refresh and your changes will be saved.

To view the SF181 Privacy Act Statement, select **View Privacy Act Statement**.

![Image of Privacy Act Statement](image)

**Figure 39**

To ‘print’ the SF181 form, select the **Print SF181** button.

The SF181 can either be ‘saved’ to your computer or can be opened and printed. To open the SF181 select the **Open** button.
To print the SF181, select the printer icon or select ‘File, Print’. To exit this page, select ‘File’, ‘Exit’.

**Standard Form (SF) 181**

![SF181 Form](image)

*Figure 41*
Emergency Contact tab contains employee’s emergency contact information.

Select the Emergency Contact tab to ‘add, change or remove’ your emergency contact information.

Figure 42

Adding Emergency Contact Information

To ‘add’ information on an emergency contact person, select Add.

Figure 43
Complete the following: ‘First Name’, ‘Middle Name’, ‘Last Name’ and ‘Email Address’, Primary Contact, ‘Residence Address’ and ‘Phone Number(s)’ and select the Next button.

Figure 44

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 Print Page button. To exit without saving your information, select the Cancel button.

Figure 45
Updating Emergency Contact Information

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

![Figure 46](image)

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

![Figure 47](image)
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.

![Figure 48](image)

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

![Figure 49](image)
A ‘Warning’ page will be displayed if you selected the **Cancel** button. 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 50**

**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 51**

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

**Figure 52**
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.

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**Figure 53**
A ‘Confirmation’ page will display when your information has been removed. To return to the Emergency Contact page select the **Return to Overview** button.

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**Figure 54**
A ‘Warning’ page will display if you selected **Yes**. If you want to cancel and exit, select the **Cancel** button. If you want to return to the previous page select the **No** button.

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**Figure 55**
Printing Receipt

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

![Figure 56](image)

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

![Figure 57](image)
Printed Receipt

To print the ‘Receipt’ (Figure 58), select the printer icon or select ‘File> Print’. To exit this page, select ‘File > Exit’.

<table>
<thead>
<tr>
<th><strong>Employee Name</strong></th>
<th>Last, First Middle</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Employee Home Address</strong>:</td>
<td>123 A Street, AnyCity, AnyState 08761</td>
</tr>
<tr>
<td><strong>Employee Email Address</strong>:</td>
<td><a href="mailto:first.last@work.mil">first.last@work.mil</a></td>
</tr>
<tr>
<td><strong>Contact #1 Primary Contact</strong>:</td>
<td>No</td>
</tr>
<tr>
<td><strong>First Name</strong>:</td>
<td>Firstname</td>
</tr>
<tr>
<td><strong>Middle Name</strong>:</td>
<td>Middlename</td>
</tr>
<tr>
<td><strong>Last Name</strong>:</td>
<td>Lastname</td>
</tr>
<tr>
<td><strong>Contact Email Address</strong>:</td>
<td><a href="mailto:Middle.name@hotmail.com">Middle.name@hotmail.com</a></td>
</tr>
<tr>
<td><strong>Phone Home</strong>:</td>
<td>555-687-3216</td>
</tr>
<tr>
<td><strong>Phone Home Secondary</strong>:</td>
<td>666-664-6647</td>
</tr>
<tr>
<td><strong>Physical Address</strong>:</td>
<td>12301 Ventana Hills Rd Nw</td>
</tr>
<tr>
<td><strong>City</strong>:</td>
<td>Albuquerque</td>
</tr>
<tr>
<td><strong>State</strong>:</td>
<td>NM</td>
</tr>
<tr>
<td><strong>Zip Code</strong>:</td>
<td>87114-5183</td>
</tr>
<tr>
<td><strong>Country</strong>:</td>
<td>US</td>
</tr>
</tbody>
</table>

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**Figure 58**
**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 59](image_url)

**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 60](image_url)

The ‘Add’ page displays. Enter information for your educational update below. For additional information on a specific data field, select the [i].
Note: To search for your specific education information, select the magnifying glass located next to the data field you are updating.

![Figure 61](image)

Figure 61

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 magnifying glass. The following Search screen displays.

![Figure 62](image)

Figure 62
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 link (see Figure 63). 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.

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

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.
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 67**

### 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 68**

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 the warning shown in **Figure 69**.

**Figure 69**
The ‘Update’ page displays with existing information auto populating in the data fields (see Figure 68). For additional information on a specific data field, select the .

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 or update your information and then select the ‘Submit’ button.

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

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.
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 72

Updated ‘Education Information’ displays.

Figure 73
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 74).

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**Figure 74**

**Adding Training Information.** To add training information, select the **Add** button (Figure 75).

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.

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**Figure 75**
The ‘Add Training Information’ page displays (Figure 76). Enter information for your training update below. For additional information on a specific data field, select the ‘?’ (Figure 76). 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 76](image)

**Notes:**

1. To search for your specific training information, select the magnifying glass 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’; ‘Before 1980’; 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 78)

Figure 78

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
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 78). 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.
The selected information auto populates into the appropriate data field (Figure 78).
Once all the applicable information is entered, select the ‘Submit’ or ‘Cancel’ button (Figure 79). 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 80).

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 84).
Once you select the ‘Process Transaction’ button, a ‘Confirmation’ page (Figure 82) displays allowing you to print your training information. Select the ‘Continue Updating Your Information’ link to continue adding training information.
Select the ‘View Your ‘MyBiz’ Account’ if you would like to view all training entries. Once in this view (Figure 86), you are able to print a report and have the option of selecting the date range and sort criteria.

If you choose to select a date range/sort, you are prompted to provide necessary selections (Figure 87).

Once selections are made or you choose to print all, select ‘Print Training Report’ (Figure 86). You will receive a File Download prompt (Figure 88) with the options of opening and printing the file, or saving to your personal computer.
Figure 88

If you open for print, you will receive a report published in Adobe Reader (‘.pdf’) (Figure 89). If there is more than one page, you will need to select the down arrow to obtain the succeeding pages.

<table>
<thead>
<tr>
<th>Completed Training History for</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TRNG START DATE</strong></td>
</tr>
<tr>
<td>---------------------------</td>
</tr>
<tr>
<td>10-JAN-2011</td>
</tr>
<tr>
<td>03-MAR-2008</td>
</tr>
<tr>
<td>16-JUN-2005</td>
</tr>
</tbody>
</table>

Figure 89

Should you choose the save option in Figure 88, you will be prompted to select the location for the file (Figure 90).

Figure 90
**Deleting Training Information.** Should you choose to delete a self-certified entry, select the radio button for the appropriate course then select the `Delete` button (Figure 91).

![Figure 91](image1)

You will receive a warning prompting another decision (Figure 92).

![Figure 92](image2)
If you select ‘No’, you will be returned to the Training Information view (Figure 92).
If you select ‘Yes’, you will receive a notice confirming the deletion (Figure 93).

Figure 93
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 94).

![Figure 94](image)

**Adding Certification/Licenses Information.** To add certification/licenses information, select the **Add** button (Figure 95).

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 95](image)
The ‘Add’ page displays (Figure 95). 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 magnifying glass  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 96)

![Figure 96](image)

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  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.

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.

The selected information auto populates into the appropriate data field (Figure 98).

![Figure 97](image1.png)

![Figure 98](image2.png)
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 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 99). 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 100).
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 (Figure 101). If you select ‘Cancel Transaction’, you will be returned to main page of Certifications/Licenses.

Once you select the ‘Process Transaction’ button, a ‘Confirmation’ page (Figure 102) displays allowing you to print your certifications/licenses information. Select the ‘Continue Updating Your Information’ link to continue adding certifications/licenses information.

Select the ‘View Your ‘MyBiz’ Account’ if you would like to view all certifications/licenses entries.
Once in this view (Figure 103), you can select (more details on the certification/license. There is also a “Print Certifications/Licenses report.

Once you select ‘Print Certifications/Licenses Report’ (Figure 103), you will receive a File Download prompt (Figure 104) with the options of opening and printing the file, or saving to your personal computer.

If you open for print, you will receive a report published in Adobe Reader (.pdf) (Figure 105).

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 105

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

Figure 106
Deleting Certifications/Licenses Information. Should you choose to delete a self-certified entry, select the radio button for the appropriate course then select the button (Figure 107).

You will receive a warning prompting another decision (Figure 108).

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 109).
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).

Select the link to *View/Make Awards Changes*. The link takes you to the Awards and Bonuses page (**Figure 110**).

**Adding Awards Information.** To add awards information, select the **Add** button (**Figure 111**).

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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.

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The ‘Add’ page displays (**Figure 112**). Enter information for your award update. For additional information on a specific data field, select the ![Magnifying Glass](https://example.com/magnifying_glass.png).

Notes:
4. To search for your specific Award Type and Award Agency information, select the magnifying glass ![Magnifying Glass](https://example.com/magnifying_glass.png) located next to the data field you are updating.
5. 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).

- Awards earned prior to current assignment start date may now be entered.
- 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 112

To search for information for a specific data field, using the , the following Search screen displays (Figure 113)

Figure 113

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 link (Figure 114). 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.
The selected information populates into the appropriate data field (Figure 115).

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 116).
Once you select the ‘Process Transaction’ button, a ‘Confirmation’ page (Figure 117) 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 117

You also have a “Print Awards Information Report.

Figure 118

Once you select ‘Print Awards Information Report’ (Figure 118), you will receive a File Download prompt (Figure 119) with the options of opening and printing the file, or saving it to your personal computer.

Figure 119
If you open for print, you will receive a report published in Adobe Reader (`.pdf`) (Figure 120).

If the first screen is not the only page, you will be able to select the down arrow to obtain the succeeding pages.

Should you choose the save option in Figure 119, you will be prompted to select the location for the file (Figure 121).
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 (Figure 122).

You will receive a warning prompting another decision (Figure 123). If you select ‘No’, you will be returned to the Awards Information view.

If you select ‘Yes’, you will receive a confirmation notice for the deletion (Figure 124).