

## ESS - Personal Information – Education Information

1. **Education Information** – Allows employees to maintain a record of their educational background.

- 1.1. Select the *Education Information* link from the *Personal Information* menu in ESS.
- 1.2. Select the *Country* from which the educational degree was earned from the drop-down menu. *USA* will default so if the degree was earned at an American institution, proceed directly to step 1.3.
- 1.3. Select the *State* from which the educational degree was earned from the drop-down menu. *Pennsylvania* will default, so if the degree was earned at a Pennsylvania institution, proceed directly to step 1.4. If a *Country* other than “USA” was selected in Step 1.2, the *State* field will be hidden and is not required.
- 1.4. Select the *Educational Est.* (i.e. level), either *Secondary* (i.e. High School) or *Post-Secondary* (i.e. University) from the drop-down menu. *Post-Secondary* will default, so if the degree was earned at a Post-Secondary institution, proceed directly to step 1.5.
- 1.5. Select the *Institution* from the drop-down menu. The list of Institutions will be dependent upon the *Country*, *State* and *Educational level* selected in the previous steps. If the Institution in which the degree was earned does not appear in the drop-down menu, select *Institution Not Listed* at the bottom of the list and type the Institution’s name in the *Additional Information* field at the bottom of the screen.

NOTE: If *Secondary* was selected in Step 1.4, no specific list of Institutions will be provided and *Institution Not Listed* will be defaulted. Proceed to Step 1.6 and select a degree and the name of the Secondary school can be entered into the *Additional Information* field.

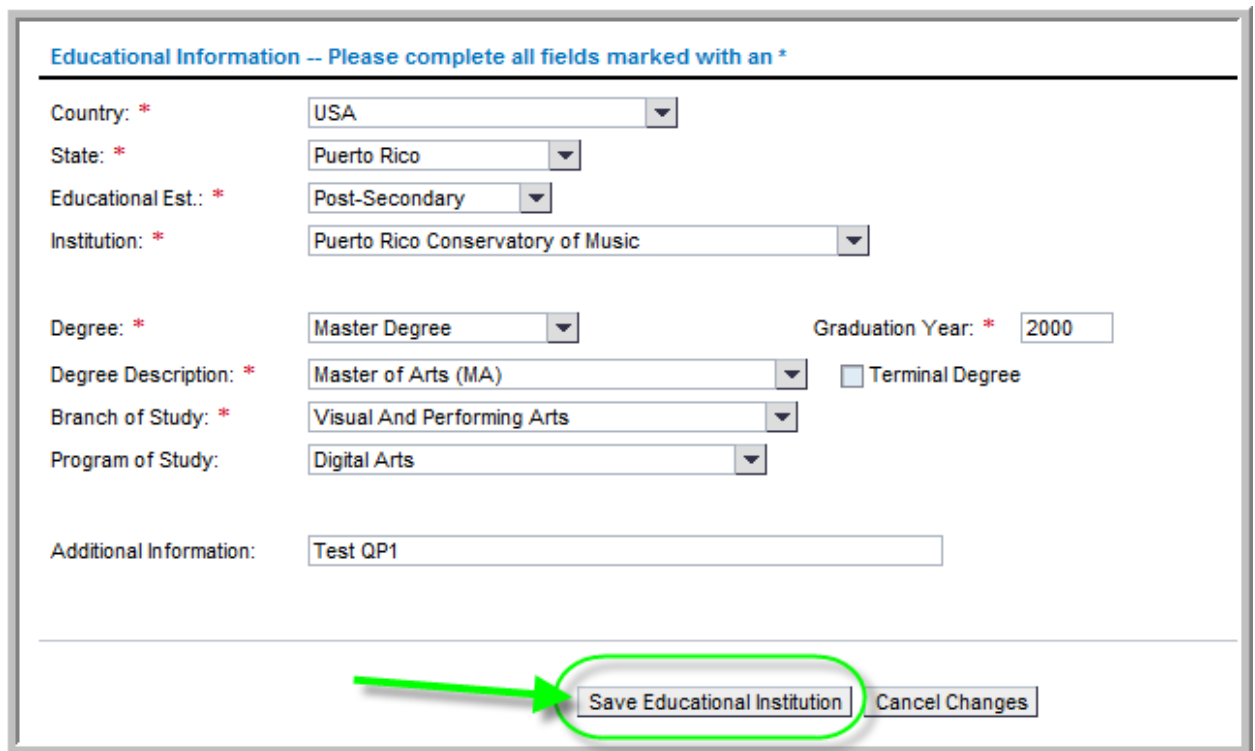
- 1.6. Select the *Degree* from the drop-down menu.

NOTE: If multiple degrees have been earned by the individual, it is recommended that the employee enter the Bachelor’s level degree information first, then add the higher level degree’s such as Masters and Doctoral in the order that they were earned by repeating the steps described in this document.

- 1.7. Enter the year that the degree was completed in the *Graduation Year* field.
- 1.8. Select the *Degree Description* from the drop-down menu. The list of degrees will be dependent upon the type of *Degree* selected in Step 1.6.
- 1.9. Select the specific degree in the *Branch of Study* drop-down menu.
- 1.10. If applicable, select the specific *Program of Study* from the drop-down menu. The list will be dependent upon the *Branch of Study* selected in Step 1.9.

- 1.11. If applicable, *Additional Information* such as a non US Institution or the name of a High School can be entered in this free text field.
- 1.12. When at least all of the required information as indicated by the red asterisk (\*) has been completed, click on *Save Educational Institution*.

NOTE: The *Terminal Degree* check box is used to indicate the highest attainable degree in an academic discipline. For updates to this field, please contact your HR office.



**Educational Information -- Please complete all fields marked with an \***

Country: \* USA  
State: \* Puerto Rico  
Educational Est.: \* Post-Secondary  
Institution: \* Puerto Rico Conservatory of Music

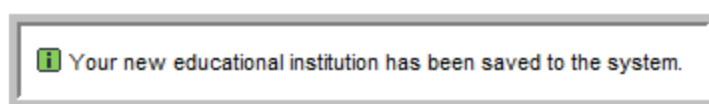
Degree: \* Master Degree Graduation Year: \* 2000  
Degree Description: \* Master of Arts (MA)  Terminal Degree  
Branch of Study: \* Visual And Performing Arts  
Program of Study: Digital Arts

Additional Information: Test QP1

**Save Educational Institution** Cancel Changes


- 1.13. If saved successfully, the following message will appear within the *Educational Background* page.

*"Your new educational institution has been saved to the system."*



- 1.14. Repeat this process if adding more educational background is desired.

NOTE: To make changes to a saved educational institution, highlight the row of the record that needs to be updated, and then click *Edit Educational Institution*.

Saved Educational Institutions					
	Educational Est	Institution	Degree	Year	Program of Study
	Post-Secondary	Indiana University of Pennsylvania	Bachelor Degree	2000	Spanish Language Teacher Education
	Post-Secondary	Puerto Rico Conservatory of Music	Master Degree	2000	Digital Arts
	Post-Secondary	Villanova University	Certificates/Other	2011	Project Management
	Post-Secondary	Villanova University	Certificates/Other	2011	Business Admin/Management/Ops., Other
	Post-Secondary	Villanova University	Certificates/Other	2011	Business Admin/Management/Ops., Other

Select a row from the table above to view details about the education record.

**Educational Information -- Please complete all fields marked with an \***

Country: \* USA

State: \* Puerto Rico

Educational Est.: \* Post-Secondary

Institution: \* Puerto Rico Conservatory of Music

Degree: \* Master Degree      Graduation Year: \* 2000

Degree Description: \* Master of Arts (MA)       Terminal Degree

Branch of Study: \* Visual And Performing Arts

Program of Study: Digital Arts

Additional Information: Test QP1

NOTE (cont.): When finished making changes, click *Save Educational Institution*.

Degree: \* Master Degree      Graduation Year: \* 2000

Degree Description: \* Master of Arts (MA)       Terminal Degree

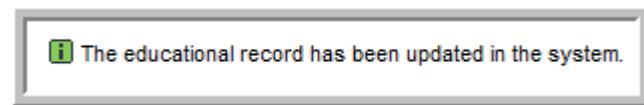
Branch of Study: \* Visual And Performing Arts

Program of Study: Digital Arts

Additional Information: Test QP1 - edit information

NOTE (cont.): The following message will appear to confirm the changes were saved.

*“The educational record has been updated in the system.”*



NOTE (cont.): If there is a pre-existing *Saved Educational Institution* already on record in SAP for which the degree has been marked as verified, the *Edit Educational Institution* button becomes deactivated. A message will be highlighted in yellow that states:

*This record has been marked as verified on your personnel record. Changes must be made by your HR department.*

Saved Educational Institutions				
Educational Est	Institution	Degree	Year	Program of Study
Post-Secondary	Indiana University of Pennsylvania	Bachelor Degree	2000	Spanish Language Teacher Education
Post-Secondary	Puerto Rico Conservatory of Music	Master Degree	2000	Digital Arts
Post-Secondary	Villanova University	Certificates/Other	2011	Project Management
Post-Secondary	Villanova University	Certificates/Other	2011	Business Admin/Management/Ops., Other
Post-Secondary	Villanova University	Certificates/Other	2011	Business Admin/Management/Ops., Other

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**Educational Information -- Please complete all fields marked with an \***

Country: \* USA  
 State: \* Puerto Rico  
 Educational Est.: \* Post-Secondary  
 Institution: \* Puerto Rico Conservatory of Music

Degree: \* Master Degree      Graduation Year: \* 2000  
 Degree Description: \* Master of Arts (MA)       Terminal Degree  
 Branch of Study: \* Visual And Performing Arts  
 Program of Study: Digital Arts

Additional Information: TEST QP1 - EDIT INFORMATION

*This record has been marked as verified on your personnel record. Changes must be made by your HR department.*

Add New Educational Institution    Edit Educational Institution