



THE UNIVERSITY OF ARIZONA
Human Resources



MSS Credentials

Manager Self Service
Quick Reference Guide

Questions? Contact
WORKFORCE SYSTEMS

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1. MANAGER SELF SERVICE (MSS) CREDENTIALS FEATURE OVERVIEW

The MSS New Hire & MSS Personal Information forms now allow you to add or update Credentials. Similar to other MSS requests, the Position Cross Reference role gives you the ability to initiate transactions to add or update degree, expertise or test information. Transactions submitted to add or update Credentials will follow the same workflow routing approvals as MSS New Hires and Personal Information requests.

2. MANAGER SELF SERVICE (MSS) CREDENTIALS TOOL OVERVIEW

You may use the Manage Employee Credentials tile as a quick and easy tool to add degree, expertise or test information for current faculty or individuals teaching courses.

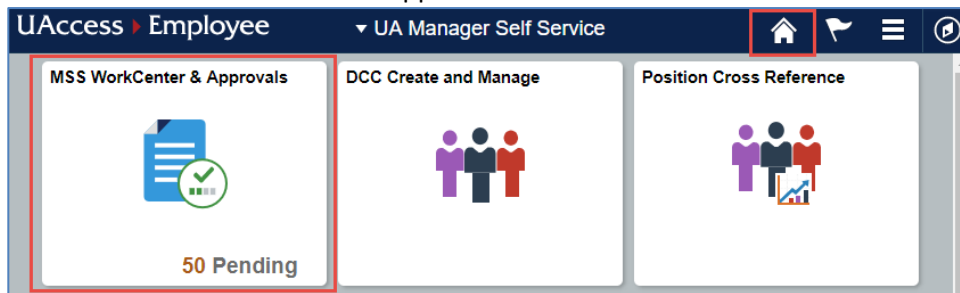
- This option makes it possible to generate a list of faculty or appointed personnel using the tool's search criteria to add Credentials for individuals within your department.

3. MSS NEW HIRE & PERSONAL INFORMATION CREDENTIALS

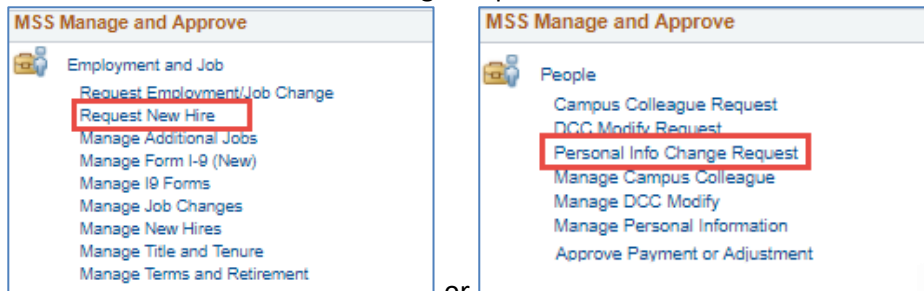
You may generate Credentials using either MSS New Hire or MSS Personal Information Request transactions.

3.1 NAVIGATION

1. Click on the Home icon on the upper right corner of your screen to navigate to the UA Manager Self Service (MSS) homepage
2. Click on the MSS Workcenter & Approvals tile



3. Select the appropriate action
 - Request New Hire
 - Personal Information Change Request



3.2 ADD CREDENTIALS SECTION

A new Credentials sub-header will appear on your New Hire and Personal Info Requests.

1. You will notice that the Credentials option defaults to a compressed mode. Expand the section by clicking on the triangle to the left of the Credentials sub-header.

Education/Military Status

Highest Education Level: L-Post-Doctorate

I've verified the education level mentioned above is correct

Military Status: Not a Veteran Status Date: 10/30/2013

▶ **Credentials**

2. There are six sub-sections within the Credentials section
 - a. Degrees
 - b. Licenses and Certifications
 - c. Tests and Examinations
 - d. Educational Expertise
 - e. Professional Expertise
 - f. College of Medicine

▼ **Credentials**

Degrees
There are currently no Degrees for this profile.
+ Add New Degrees

Licenses and Certifications
There are currently no Licenses and Certifications for this profile.
+ Add New Licenses or Certifications

Tests or Examinations
There are currently no Tests or Examinations for this profile.
+ Add New Tests or Examinations

Educational Expertise
No Area of Expertise is listed for this profile.
+ Add New Educational Expertise

Professional Expertise
No Area of Expertise is listed for this profile. Please add one if required.
+ Add Professional Expertise

College of Medicine
No College of Medicine experience listed for this profile.
+ Add College of Medicine

3. Click on the plus sign to add Credential information in the relevant sub-section

Degrees
There are currently no Degrees for this profile.
+ Add New Degrees

- Click on the minus sign to delete information

Degrees			
	View/Update	ID	Major / CIP Code
1	View/Update	MA	Classics / 16.1200

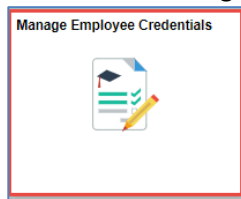
- If a drop down field does not have the value you are looking for, select "Other" and manually enter the information.

4. MANAGER SELF SERVICE (MSS) CREDENTIALS TOOL

You may generate a list of employees within your department to assist with updating credentials for a series of individuals. This tool will be available through December 31, 2017.

4.1 NAVIGATION

- Click on the Home icon on the upper right corner of your screen to navigate to the Manager Self Service (MSS) menu
- Click on the Manage Employee Credentials tile



4.2 ADD CREDENTIALS BY DEPARTMENT LIST

- Enter the department number that will be used to produce the list
- Click on the search button

Manage Employee Credentials

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

Search Criteria

Empl ID:
 Effective Date:
 Last Name:
 First Name:
Department:
 Relationship:

- Click on the name or Empl ID to begin updating Credential information for the first individual that serves as the starting point on the list

manage Employee Credentials

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

[Find an Existing Value](#) [Add a New Value](#)

Search Criteria

Empl ID:

Effective Date:

Last Name:

First Name:

Department:

Relationship:

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

Search Results

View All First 1-39 of 39 Last

Empl ID	Effective Date	Last Name	First Name	Department	Relationship
01234567	07/01/2017	Carter	Buddy	0020	DCC
01234568	07/01/2017	Self	Lucille	0020	Employee
01234569	07/01/2017	Loran	Sophie	0020	Employee

- Update information in the tabbed sections for each individual as applicable

Degrees [Licenses and Certifications](#) [Tests](#) [Educational Expertise](#) [Professional Expertise](#)

Degrees

Empl ID 01234567 **Carter, Buddy**

Effective Date 07/01/2017

Details Find | View All First 1 of 1 Last

Degree Code

Official School Name

Country

State

Major / CIP Code

Minor Description

Dual Major

Month Aquired

Year Aquired

Terminal Degree for Discipline

Comments

Created By Created

Last Updated By Last Updated

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Add](#)

[Degrees](#) | [Licenses and Certifications](#) | [Tests](#) | [Educational Expertise](#) | [Professional Expertise](#) | [College of Medicine](#)

- Don't forget to save the request before accessing the next person's record. If you forget, you will be prompted to respond to a question asking if you would like to save the request. A No response will move on to the next record without saving the information you entered.

The screenshot shows the 'Degrees' form for Buddy Carter (Empl ID 01234567, Effective Date 07/01/2017). The form includes fields for Degree Code, Official School Name, Country, State, Major / CIP Code, Minor Description, Month Aquired, and Year Aquired. There are also checkboxes for 'Dual Major' and 'Terminal Degree for Discipline', and a 'Comments' text area. At the bottom, there are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', and 'Add'. The 'Save' button is highlighted with a red box, and a red arrow points to it from the left.

- To navigate to the next person's record, click on the Previous or Next in List buttons

This screenshot is identical to the one above, showing the 'Degrees' form for Buddy Carter. In this version, the 'Previous in List' and 'Next in List' buttons at the bottom of the form are highlighted with red boxes.

- You may also click on the Return to Search button to select the next person directly from the list

Degrees | Licenses and Certifications | Tests | Educational Expertise | Professional Expertise

Degrees

Empl ID 01234567 Carter, Buddy
Effective Date 07/01/2017

Details Find | View All First 1 of 1 Last

Degree Code

Official School Name

Country

State

Major / CIP Code

Minor Description

Dual Major

Month Acquired

Year Acquired

Terminal Degree for Discipline

Comments

Created By Created
Last Updated By Last Updated

Save Return to Search Previous in List Next in List Notify Add

Degrees | Licenses and Certifications | Tests | Educational Expertise | Professional Expertise | College of Medicine

- Click on the next Empl ID, the Last or First Name of the person and complete the Credential information in the applicable tabbed sections

Manage Employee Credentials

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

Find an Existing Value Add a New Value

Search Criteria

Empl ID: begins with

Effective Date: =

Last Name: begins with

First Name: begins with

Department: begins with

Relationship: =

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1-39 of 39 Last

Empl ID	Effective Date	Last Name	First Name	Department	Relationship
01234567	07/01/2017	Carter	Buddy	0020	DCC
01234568	07/01/2017	Self	Lucille	0020	Employee
01234569	07/01/2017	Loran	Sophie	0020	Employee

4.3 ADD INDIVIDUAL EMPLOYEE CREDENTIALS

You may add Credentials for an individual employee. If a record already exists for this employee, the system will prompt you to enter a different effective date. To use this option:

- Click on the Add a New Value tab

2. Enter the person's Empl ID
3. Enter the Effective Date of the change
4. Click on the Search button

Manage Employee Credentials

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](#)

▼ **Search Criteria**

Empl ID: begins with ▼ 01234567

Effective Date: = ▼ 09/01/17

Last Name: begins with ▼

First Name: begins with ▼

Department: begins with ▼

Relationship: = ▼

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

5. Click on the Add button

Manage Employee Credentials

[Find an Existing Value](#) [Add a New Value](#)

Empl ID: 01234567

Effective Date: 09/01/17

[Add](#)

[Find an Existing Value](#) | [Add a New Value](#)

6. Update information in the tabbed sections for each individual as applicable

The screenshot shows the 'Degrees' tab in the MSS Credentials tool. At the top, there are navigation tabs: 'Degrees', 'Licenses and Certifications', 'Tests', 'Educational Expertise', and 'Professional Expertise'. Below these, the user's information is displayed: 'Empl ID 01234567' and 'Carter, Buddy'. The 'Effective Date' is '07/01/2017'. The main form area is titled 'Details' and contains several input fields: 'Degree Code', 'Official School Name', 'Country', 'State', 'Major / CIP Code', 'Minor Description', 'Month Aquired', and 'Year Aquired'. There are also checkboxes for 'Dual Major' and 'Terminal Degree for Discipline', and a 'Comments' text area. At the bottom of the form, there are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Add', and 'U'. A red arrow points to the 'Save' button.

7. Don't forget to save the request before exiting. If you forget, you will be prompted to respond to a question asking if you would like to save the request.

Reminder: The MSS Managing Credentials tool will be available through December 31, 2017. The New Hire and Personal Information requests may continue to be used to update the credentials information after the tool is turned off.

5. QUESTIONS?

For questions about the process or potential new policies, please contact Pam Coonan, Executive Director of Curricular Affairs (Coonan@email.arizona.edu) or Gail Burd, Senior Vice Provost for Academic Affairs (gburd@email.arizona.edu).

You can contact Workforce Systems at 621-3664 or workforcesystems@email.arizona.edu for technical issues.

6. REVISION HISTORY

Document Contributors

Contributors	Department
PRis Cantu	Workforce Systems
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Change Control Log

Version	Date	Description of Change	Contributor
1.0.0	09/05/2017	First draft	PRis Cantu
1.0.1	09/08/2017	Updated Individual section	PRis Cantu