

Manage Profile Certifications - Video

Description: In this topic, the user will learn how to add a certification to an employee profile.

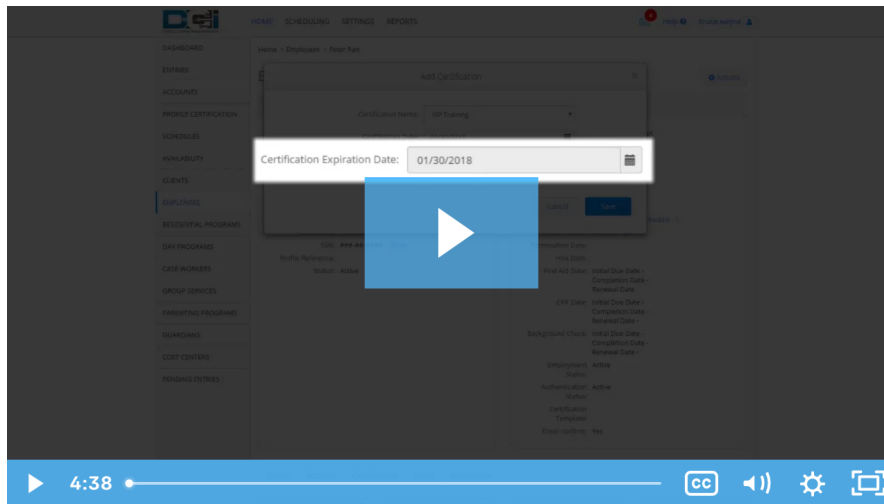
Role Required: Super User, Supervisor

Permission Required: Employee Admin

Create a Profile Certification

1. Log in to DCI
2. Click **Employees** on the submenu
3. Use the filters to search for the desired employee and click **Search**
4. **Click anywhere in the employee row** to open the Employee Details page
5. Click **Actions**
6. Select **Add Certification** from the drop-down menu
7. Complete the Add Certification form wizard
 - a. Certification Name: Select from the drop-down menu
 - b. Certification Date: Date the certification was obtained.
 - c. Certification Expiration Date: Automatically populates based on the previous fields
8. Click **Save** and **Yes** to confirm

Click the video below to launch the video player in a new tab.



Related articles

- [Time Entry - Account Type Training](#)
- [Client Request for Services - Video](#)
- [Change Login Information - Video](#)
- [Certification - Add to or Remove Certification Requirements from a Certification Template](#)
- [Authorization Check - Video](#)