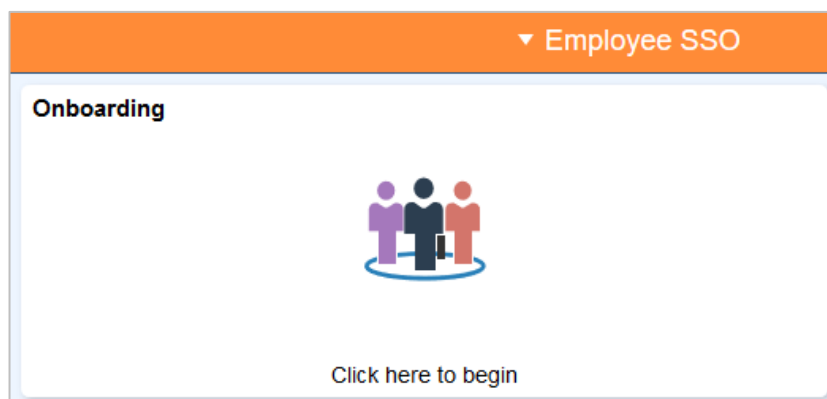# Onboarding – Add Qualification details in CAPS

Introduction

This guide describes how to add or update education qualifications obtained from Other Australian or Overseas Institutes. For all qualifications obtained through The University of Adelaide post 1985, the information will be auto-populated in the system. For pre-1985 UoA qualifications, please contact the HR Service Centre to have these manually updated.

Procedure

Log in to SSO
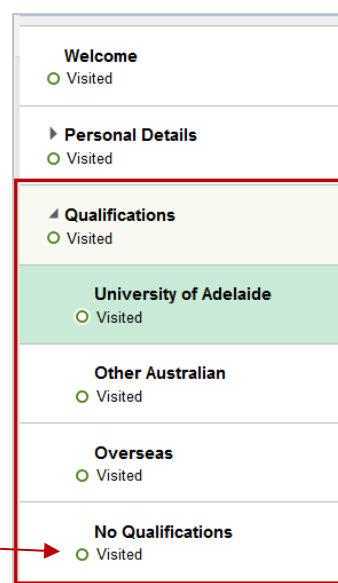
1. Click on the **Onboarding** tile.

2. Click on **Qualifications**.

   Depending on where you received your qualification you will need to complete the relevant section.

   If your qualification was obtained through The University of Adelaide (post 1985), the information will be auto-populated in the system.
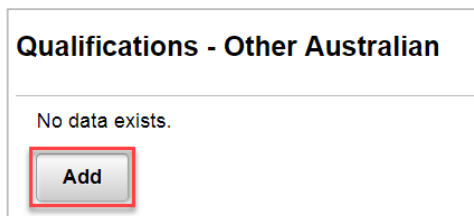
   If you have no formal qualifications you will need to complete the **No Qualifications** sections.

Other Australian / Overseas

The process for adding qualifications from other Australian or Overseas institutions is the same.

1. Choose the relevant qualification section and click **Add**
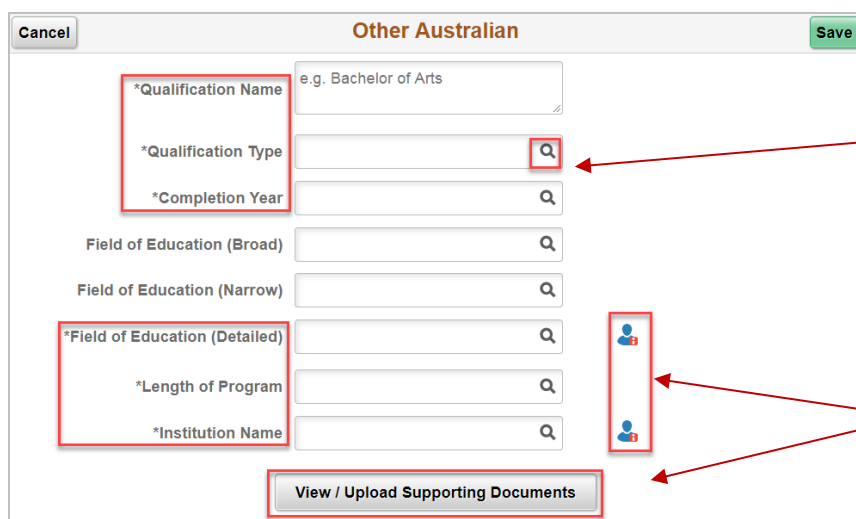
Qualifications - Other Australian

No data exists.

Add

2. Complete all mandatory fields marked with an asterisk *

Note: the **Qualification Name** field is a minimum of 10 characters.

Tip: Selecting the **Field of Education** (Detailed) first will pre-populate the other fields of Education. Use the lookup icon to search for the relevant field of Education.

Cancel	Other Australian	Save

*Qualification Name — e.g. Bachelor of Arts

*Qualification Type

*Completion Year

Field of Education (Broad)

Field of Education (Narrow)

*Field of Education (Detailed)

*Length of Program
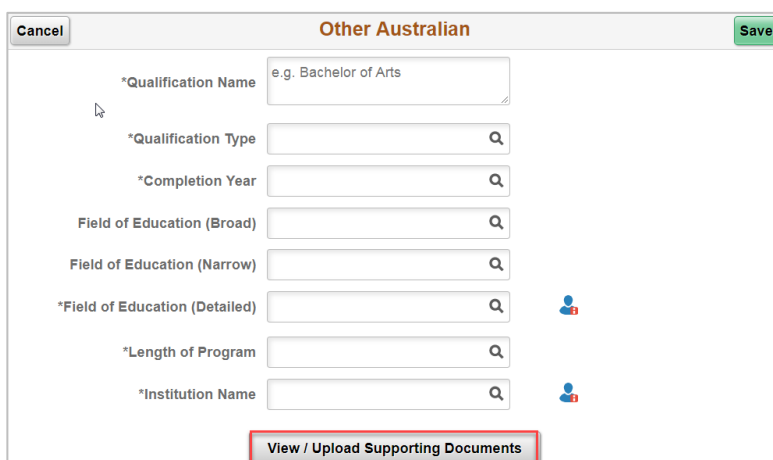
*Institution Name

View / Upload Supporting Documents

Click on the **look up** icon to select the relevant information from the drop down options

You can click on the **Person icon** for further information relating to the field.

3. Upload supporting documentation (mandatory).

Cancel	Other Australian	Save

*Qualification Name — e.g. Bachelor of Arts

*Qualification Type

*Completion Year

Field of Education (Broad)

Field of Education (Narrow)

*Field of Education (Detailed)

*Length of Program

*Institution Name

View / Upload Supporting Documents

4. Review the information in the box and click **Save.**

Cancel	**Other Australian**	Save

*Qualification Name	Bachelor of Science
*Qualification Type	Bachelor Degree 🔍
*Completion Year	2017 🔍
Field of Education (Broad)	Natural and Physical Sciences 🔍
Field of Education (Narrow)	Mathematical Sciences 🔍
*Field of Education (Detailed)	Mathematical Sciences, n.e.c. 🔍
*Length of Program	2 Years 🔍
*Institution Name	The University of Western Austral 🔍

View / Upload Supporting Documents

Delete

No Qualifications

This section will need to be complete if you do not have any qualifications or you have a University of Adelaide qualification which is not displayed in the system and have emailed the HR Service Centre to get your records updated.

1. Click on **No Qualifications.**

2. Read the information provided on the screen, click **Add.**

Qualifications - No Qualifications

Select Add and then choose Confirmed if you :

1. Have a University of Adelaide qualification which is not displayed in the system and have emailed the HR Service Centre to get your records updated.
2. Have no qualifications

Add

3. Move the slider to confirm **Yes,** click **Save.**

Cancel	**No Qualifications**	Save

Confirmed [Yes ◯]

Contact Us

For further support or questions, please contact the HR Service Centre on +61 8 8313 1111 or hrservicecentre@adelaide.edu.au