

# Staff Services Online Profile - Update

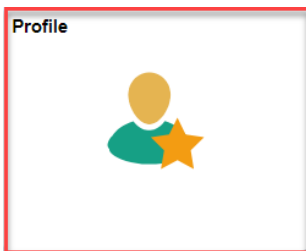
## Introduction

This guide assists Staff to update their Profile encompassing qualifications, licenses and certifications, registrations, professional memberships and emergency management details on Staff Services Online.

## Procedure

### Log into SSO

1. Click on the **Profile** tile.



Navigate to the menu as shown below and select the type of information that needs to be updated:

Qualifications		▼
The University of Adel...	0	
Other Australian	1	
Overseas	1	
No Qualifications	0	
Licences and Certifications		
Registrations		
Professional Memberships		
Emergency Management		

## 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. Please click the [link](#) to view the step by step guide

## Other Australian / Overseas

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

1. To add a qualification, click the + sign, choose the relevant qualification section and click 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.

3. Click on 'Add Attachment' to upload supporting documentation (mandatory).

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

### 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'.

**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

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

**No Qualifications**

Confirmed  Yes

### Licences and Certifications:

Click 'Add':

Qualifications

**Licences and Certifications**

Registrations

Professional Memberships

**Licences and Certifications**

No data exists.

Please complete **mandatory** fields marked with (\*), click on the look up icons to select the right option. Add attachment and 'Save'.

**Licences and Certifications**

\*Effective Date 20/03/2019

\*Licence / Certification Name

\*Status

\*Issue Date

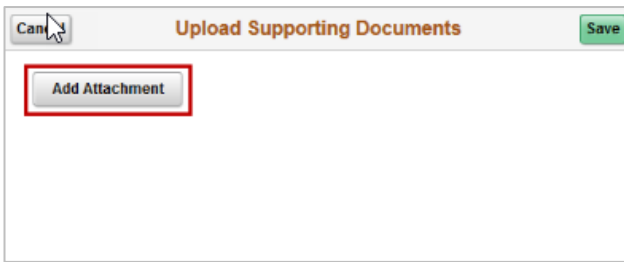
Expiration Date

Licence Number

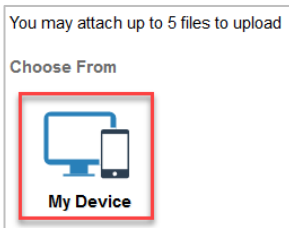
Additional Information

Date Entered/Updated 20/03/2019 11:56:06AM

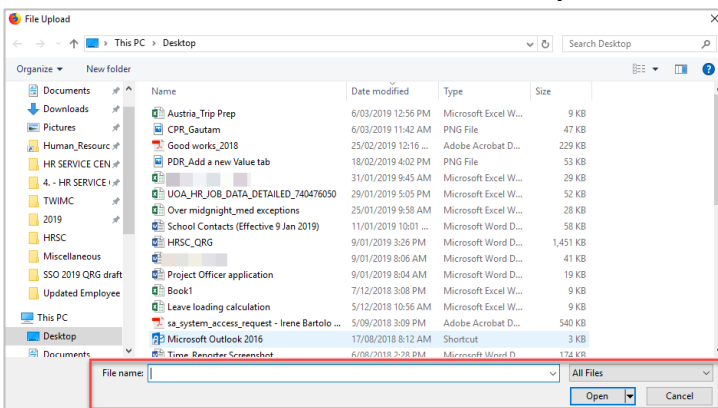
**Add attachment: Note:** Only jpeg/jpg or PDF files can be uploaded to the form  
Click **Add Attachment**



Select **My Device** (where the document is saved)



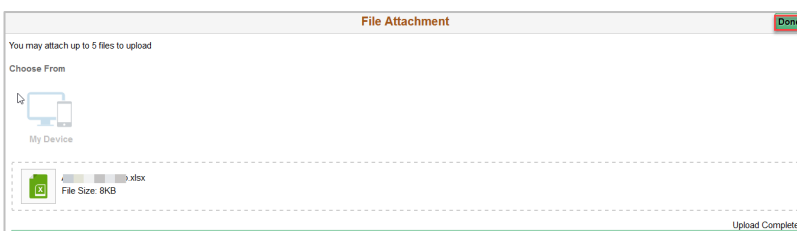
Select the file from the browser, click on **Open**.



Click **'Upload'**



Click **'Done'**



Click 'Save'

Cancel Licenses and Certifications Save

\*Effective Date 20/03/2019

\*Licence / Certification Name

\*Status

\*Issue Date

Expiration Date

Licence Number

Additional Information

Date Entered/Updated 20/03/2019 2:03:31PM

Attachments

File Name	Description	Attached On	Action
3.xlsx		20/03/2019 2:10:42PM	

### Work Clearances:

Click 'Add'

**Work Clearances**

No data exists.

Add

Please complete **mandatory** fields marked with (\*), click on the look up icons to select the right option, attach the required documentation and 'Save'.

Cancel Work Clearances Save

\*Effective Date 07/09/2021

\*Clearance Type

\*Status

\*Issue Date

\*Expiration Date

Clearance Number

Date Entered/Update 07/09/2021 1:37:17PM

Attachments

No attachments have been uploaded for this profile item.

Add Attachment

### Registrations:

Click 'Add':

A screenshot of a web interface. On the left is a vertical menu with three items: 'Qualifications', 'Licences and Certifications', and 'Registrations'. The 'Registrations' item is highlighted in green. To the right of the menu is a main content area titled 'Registrations'. Below the title, it says 'No data exists.' and there is a red-bordered 'Add' button.

Please complete **mandatory** fields marked with (\*), click on the look up icons to select the right option and 'Save'.

A screenshot of the 'Registrations' form. The form has a 'Cancel' button on the top left and a 'Save' button on the top right. The form fields are: '\*Effective Date' (with value 20/03/2019 and a calendar icon), '\*Registration Name' (with a search icon), '\*Status' (with a search icon), '\*Profession' (with a search icon), '\*Registration Type' (with a search icon), '\*Issue Date' (with a calendar icon), '\*Expiration Date' (with a calendar icon), 'Additional Information' (text area), and '\*Registration Number' (text field). A red box highlights the mandatory fields marked with an asterisk.

### Professional Memberships:

Click 'Add':

A screenshot of a web interface. On the left is a vertical menu with four items: 'Qualifications', 'Licences and Certifications', 'Registrations', and 'Professional Memberships'. The 'Professional Memberships' item is highlighted in green. To the right of the menu is a main content area titled 'Professional Memberships'. Below the title, it says 'No data exists.' and there is a red-bordered 'Add' button.

Please complete **mandatory** fields marked with (\*), click on the look up icons to select the right option and 'Save'.

A screenshot of the 'Professional Memberships' form. The form has a 'Cancel' button on the top left and a 'Save' button on the top right. The form fields are: '\*Effective Date' (with value 20/03/2019 and a calendar icon), '\*Membership' (with a search icon), '\*Status' (with a search icon), and '\*Membership Date' (with a calendar icon). There is also an 'Additional Information' text area. A red box highlights the mandatory fields marked with an asterisk.

**Emergency Management:** This is related to First aid and Warden certifications.

Click **'Add'**:

Qualifications	<b>Emergency Management</b>  No data exists.  <b>Add</b>
Licences and Certifications	
Registrations	
Professional Memberships	
<b>Emergency Management</b>	

Please complete **mandatory** fields marked with (\*), click on the look up icons to select the right option and **'Save'**.

<b>Cancel</b>	<b>Emergency Management</b>	<b>Save</b>
*Effective Date	20/03/2019	
*Certification Name		
*Issue Date		
Additional Information		