



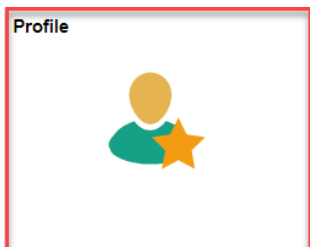
## Introduction

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

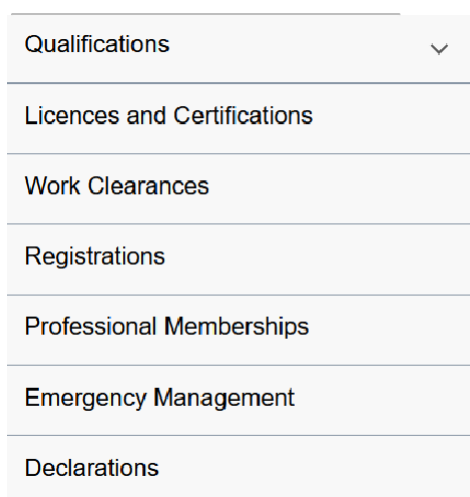
## Procedure

### 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:



CRICOS PROVIDER 00123M

### 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 \*

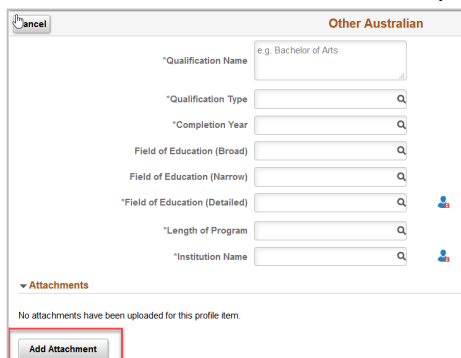
Note: the Qualification Name field is a minimum of 10 characters.

Click on the look up icon to select the relevant

You can click on the Person icon for further information

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

**Add**

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

**No Qualifications**

Confirmed  Yes

**Save**

### Licences and Certifications:

Click 'Add':

Qualifications

**Licences and Certifications**

Registrations

Professional Memberships

**Add**

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

**Licences and Certifications**

No data exists.

**Add**

**Effective Date** 20/03/2019

**Licence / Certification Name** [Look-up icon]

**Status** [Look-up icon]

**Issue Date**

Expiration Date

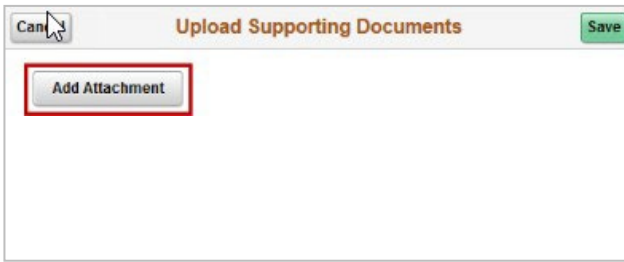
Licence Number

Additional Information

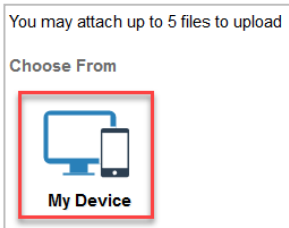
Date Entered/Updated 20/03/2019 11:56:06AM

**Add Attachment**

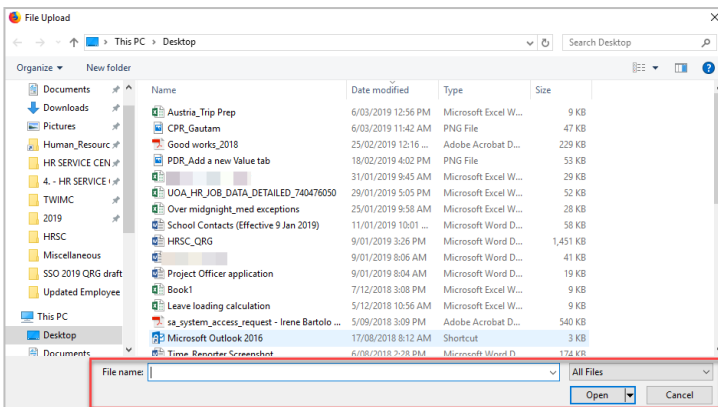
**Add attachment: Note:** Only jpeg/jpg or PDF files can be uploaded to the form  
Click **Add Attachment**



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



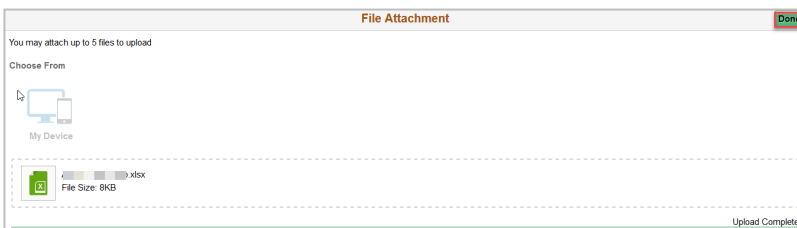
Select the file from the browser, click on **Open**.



Click **'Upload'**



Click **'Done'**



Click 'Save'

File Name	Description	Attached On	Action
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'.

**Work Clearances**

\*Effective Date 07/09/2021

\*Clearance Type

\*Status

\*Issue Date

\*Expiration Date

Clearance Number

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

No attachments have been uploaded for this profile item.

**Add Attachment**

### Registrations:

Click 'Add':

The screenshot shows a navigation menu on the left with three items: 'Qualifications', 'Licences and Certifications', and 'Registrations'. The 'Registrations' item is highlighted in green. To the right, the main content area is titled 'Registrations' and contains the text 'No data exists.' Below this text 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'.

The screenshot shows the 'Registrations' form. At the top left is a 'Cancel' button and at the top right is a 'Save' button. The form contains several fields: '\*Effective Date' (with value 20/03/2019 and a calendar icon), '\*Registration Name', '\*Status', '\*Profession', '\*Registration Type', '\*Issue Date', '\*Expiration Date', 'Additional Information', and '\*Registration Number'. The fields '\*Registration Name', '\*Status', '\*Profession', and '\*Registration Type' each have a magnifying glass icon to its right. A red box highlights the left side of the form, including the labels for the first seven fields.

### Professional Memberships:

Click 'Add':

The screenshot shows a navigation menu on the left with four items: 'Qualifications', 'Licences and Certifications', 'Registrations', and 'Professional Memberships'. The 'Professional Memberships' item is highlighted in green. To the right, the main content area is titled 'Professional Memberships' and contains the text 'No data exists.' Below this text 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'.

The screenshot shows the 'Professional Memberships' form. At the top left is a 'Cancel' button and at the top right is a 'Save' button. The form contains several fields: '\*Effective Date' (with value 20/03/2019 and a calendar icon), '\*Membership', '\*Status', '\*Membership Date', and 'Additional Information'. The fields '\*Membership' and '\*Status' each have a magnifying glass icon to its right. A red box highlights the left side of the form, including the labels for the first four fields.

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

Click **'Add'**:

Qualifications	<h3>Emergency Management</h3> <p>No data exists.</p> <p><b>Add</b></p>
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'**.

**Emergency Management**

Cancel Save

\*Effective Date: 20/03/2019

\*Certification Name:

\*Issue Date:

Additional Information:

**Declarations:** This is related to Conflict of Interest declarations.

Click **'Add'**:

Inductions	<h3>Conflict of Interest</h3> <p>No data exists.</p> <p><b>Add</b></p>
Qualifications	
Licences and Certifications	
Work Clearances	
Registrations	
Professional Memberships	
Emergency Management	
<b>Declarations</b>	

Please complete **mandatory** fields marked with (\*), click on the look up icons to select the right option.  
Please attach a copy of the completed Conflict of Interest form and **'Save'**.

[Cancel](#) **Conflict of Interest** [Continue](#)

Select the most relevant category to describe the circumstances in which your conflict of interest arises.

- **Student:** Where you have a personal association with a University student or potential student.
- **Staff member:** Where you have a personal association with a University staff member.
- **Recruitment:** Where you have a personal association with an applicant, or potential applicant, in a recruitment process, or potential recruitment process.
- **Procurement:** Where you have a personal association with a potential supplier to the University, or where you are part of a tender assessment process and are making a declaration to confirm you have no conflicts with any tendering supplier.
- **Research:** Where you have a personal association or interest that may influence, or be perceived to influence, research.
- **Outside engagement:** Where you are undertaking (or intending to undertake) outside employment, establish or operate a business, engage in volunteer work or other appointment including undertaking consulting, joining a board or committee (other than where your appointment to a board or committee is made by the University for the purposes of representing the University in that forum).
- **Other**

*No conflict of interest - if you are making a declaration that you have no current conflicts, no attachment is required to be uploaded.*

\* Indicates required field

\*Effective Date 17/05/2023

\*What does the COI relate to?

Date Entered/Updated 17/05/2023 10:04:26AM  
Entered/Updated By

▼ **Attachments**

No attachments have been uploaded for this profile item.

[Add Attachment](#)

Click **'submit'**.

### Conflict of Interest

[Submit for Approval](#)

What does the COI relate to?	Status	Edit/View
Conflict of Interest Relates to: Staff Member	New	<input type="button" value="&gt;"/>

This will then be sent to your supervisor for approval.