

Validation of Academic Credentials Employee Upload Instructions

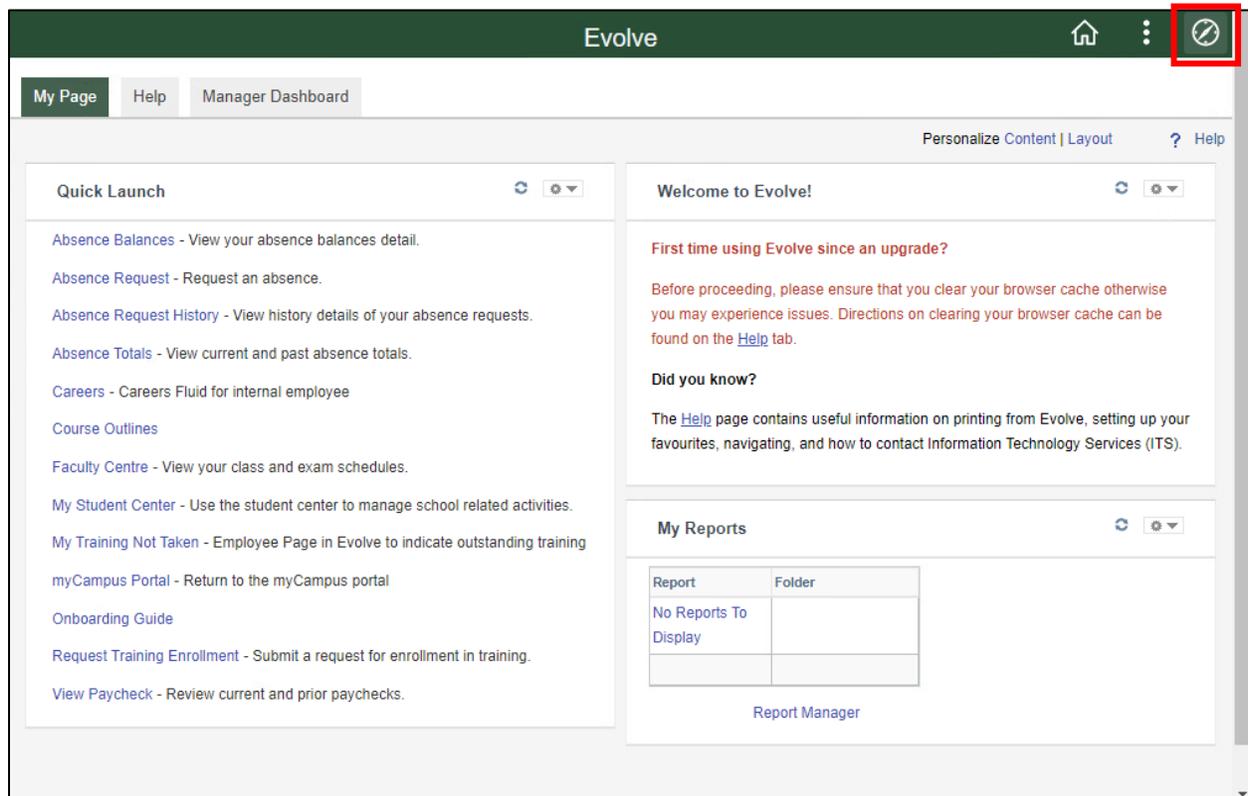
To ensure compliance with [Policy 3-334 Validation of Academic Credentials](#), Fleming College requires all full-time faculty, upon hire, or any faculty teaching in an Applied Degree Program to provide direct evidence of their highest attained academic credential.

While the Policy applies only to faculty, we strongly encourage all employees to keep their Talent Profile up to date. Acceptable formats of credentials include:

- Scan or photocopy of the certificate/diploma/degree parchment, or
- A confirmation from the issuing institution. Any costs associated with this approach are at the expense of the employee.

To upload the credential into Evolve, complete the following steps:

1. Navigate to Evolve → My Self-Service → Learning & Development → Talent Profile



Evolve

My Page Help Manager Dashboard

Personalize Content | Layout ? Help

Quick Launch

- [Absence Balances](#) - View your absence balances detail.
- [Absence Request](#) - Request an absence.
- [Absence Request History](#) - View history details of your absence requests.
- [Absence Totals](#) - View current and past absence totals.
- [Careers](#) - Careers Fluid for internal employee
- [Course Outlines](#)
- [Faculty Centre](#) - View your class and exam schedules.
- [My Student Center](#) - Use the student center to manage school related activities.
- [My Training Not Taken](#) - Employee Page in Evolve to indicate outstanding training
- [myCampus Portal](#) - Return to the myCampus portal
- [Onboarding Guide](#)
- [Request Training Enrollment](#) - Submit a request for enrollment in training.
- [View Paycheck](#) - Review current and prior paychecks.

Welcome to Evolve!

First time using Evolve since an upgrade?

Before proceeding, please ensure that you clear your browser cache otherwise you may experience issues. Directions on clearing your browser cache can be found on the [Help](#) tab.

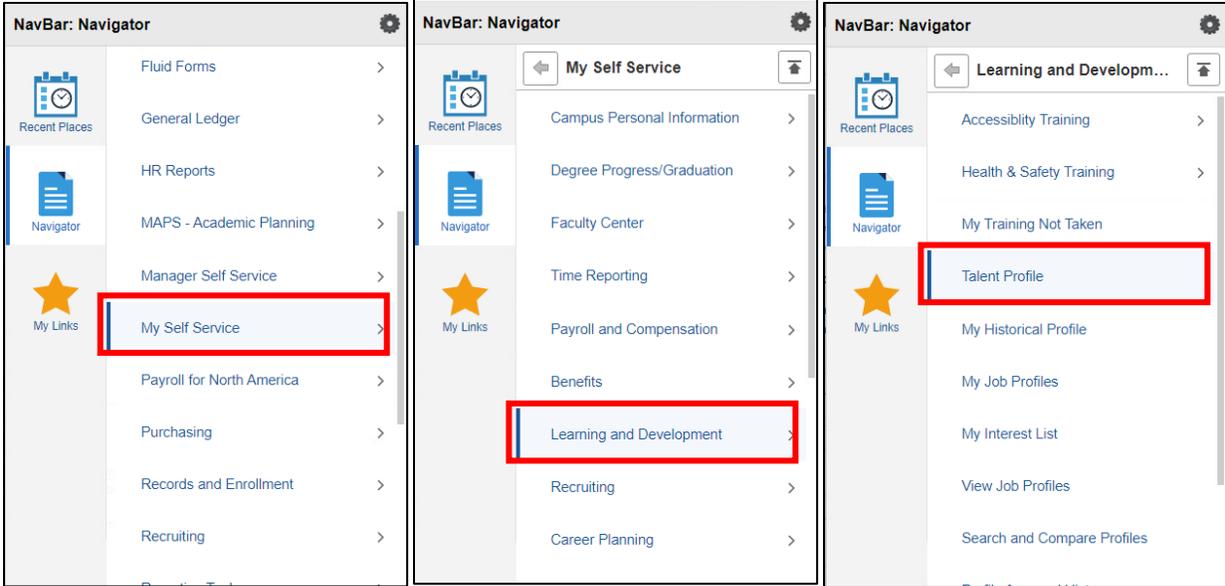
Did you know?

The [Help](#) page contains useful information on printing from Evolve, setting up your favourites, navigating, and how to contact Information Technology Services (ITS).

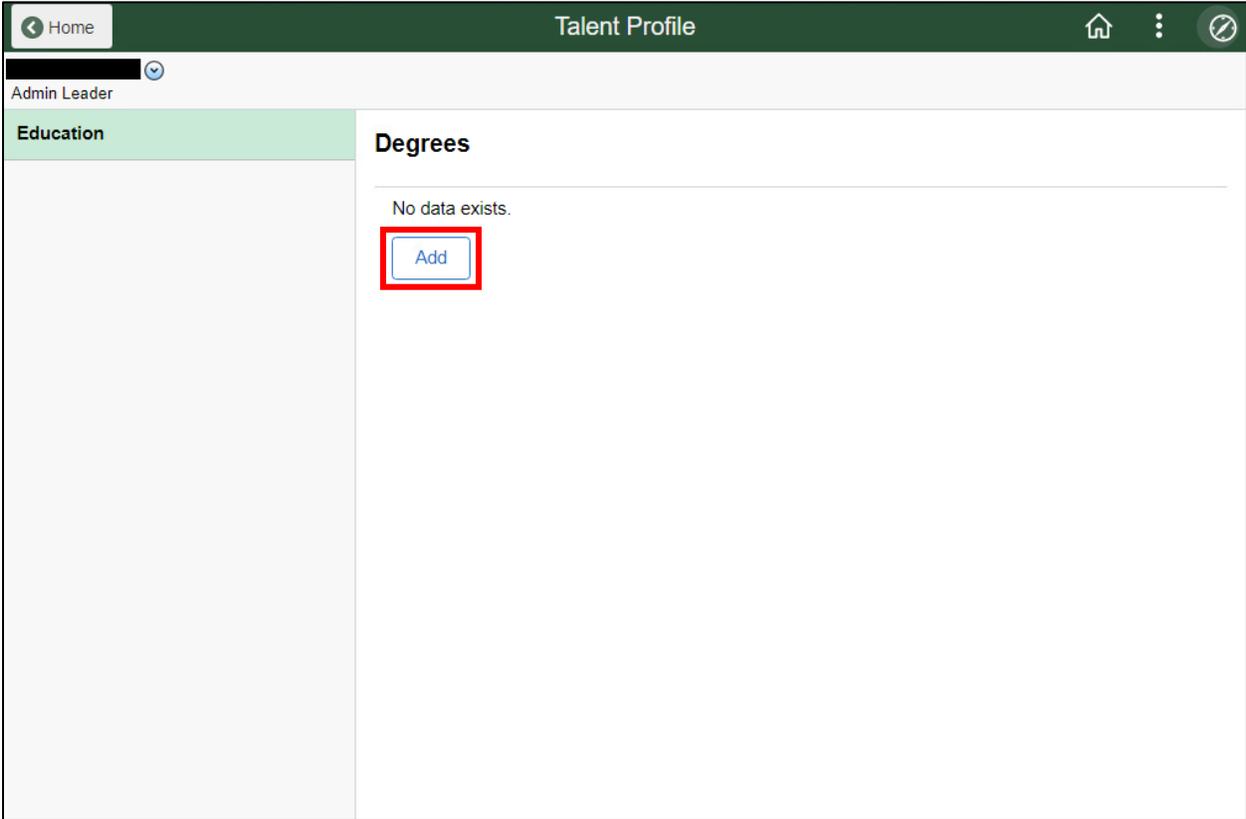
My Reports

Report	Folder
No Reports To Display	

[Report Manager](#)



2. Click on "Add"



3. Complete the information in the following fields:

Cancel **Degrees** Continue

*Effective Date 

*Degree 

Major Code 

*Country 

*School Code 

*School Name

TradeCertificate/Qualification 

Comment 

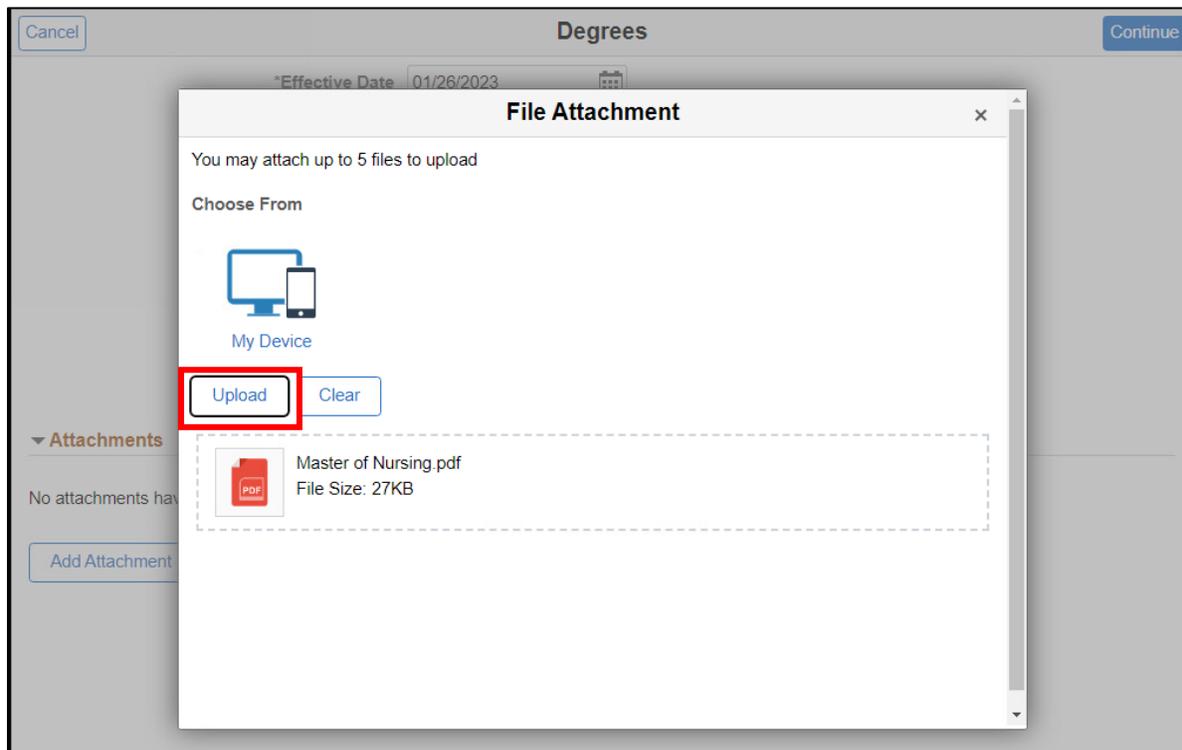
▼ Attachments

No attachments have been uploaded for this profile item.

Add Attachment

- **Effective Date:** Click on the calendar  and input the date the credential was achieved.
- **Degree:** Click on the magnifying glass  to search for the name of the certificate/diploma/degree that was achieved. If your credential is not in the list, please reach out to PD@flemingcollege.ca. For Trades, select “Trade Certificate or Qualification”.
- **Major Code:** This field does not require any input.
- **Country:** Click on the magnifying glass  and find the country information for where the credential was achieved.
- **School Code:** Click on the magnifying glass  and find the name of the accredited institution where the credential was achieved. If your accredited institution is not in the list, please reach out to PD@flemingcollege.ca. For Trades, select either the “Apprenticeship” option, or the regulatory body that issued the Certificate or Qualification.
- **School Name:** This field will auto-populate based on the information input into the School Code field.
- **Trade Certificate/Qualification:** If applicable, click on the magnifying glass  and select the type of certificate or qualification achieved.

- **Comment:** This field can be used to include additional information about the credential. For example, information about a specialization (e.g.: The credential may be a Master of Nursing, with a Focus in Teaching. The “Master of Nursing” would be added in the **Degree** field above and “Focus in Teaching” would be added into this **Comment** box.)
 - **Add Attachment:** Click here to upload the credential.
4. Attach the appropriate file and click “Upload”. Acceptable formats of the credential include:
- Scan or photocopy of the certificate/diploma/degree parchment
 - A confirmation from the issuing institution. Any costs associated with this approach are at the expense of the employee.



5. Look for confirmation the attachment has uploaded successfully. Then, click “Continue”.

[Cancel](#) **Degrees** [Continue](#)

*Effective Date

*Degree

Major Code

Country

School Code

School Name

Comment

▼ **Attachments**

File Name	Description	Attached On	Action
Master_of_Nursing.pdf	<input type="text"/>	01/26/2023 9:35:17AM	Delete Attachment

6. Click on “Submit for Approval”.

[Home](#) **Talent Profile**

Admin Leader

Education

Degrees [Submit for Approval](#)

Degree	Major Code	Status	Edit/View
MSc in Nursing		New	

7. Review your request and click "Submit".

The screenshot shows a web interface for 'Request Approval' within a 'Talent Profile' system. At the top, there is a navigation bar with 'Home', 'Talent Profile', and user icons. Below this, the user is identified as 'Admin Leader'. The main form area is titled 'Request Approval' and contains a 'Cancel' button on the left and a 'Submit' button on the right, which is highlighted with a red box. The form displays a table with the following data:

Degree	Status	Attachments
MSc in Nursing	New	✓

Below the table is a 'Comments' section with a text input field.

8. Once submitted, you will get an email confirming the request has been sent to your manager for review.

The email notification contains the following text:

The following profile has been submitted for review.

Originator: [Redacted]
Employee ID: [Redacted]
Name: [Redacted]
Profile Type: Person
Profile Status: Active
Comments:

Use the link below to review the profile. Managers can approve or deny the profile.

https://pswb1dev.flemingc.on.ca:8441/psp/FPTST/EMPLOYEE/HRMS/c/ROLE_EMPLOYEEJPM_JP_APPRVL_HIST.GBL?Page=JPM_JP_APPRVL_HIST&Action=U&JPM_PROFILE_ID=00101811&JPM_JP_TRAN_NUM=3357

Managers can also use the Approve Profiles page to access pending approvals.

[Email ID: JPMSubmitPersonProfile]

9. Your manager will review the submission and approve or deny it.

10. You will receive another email letting you know the outcome.

If the profile was **denied**, you will be instructed to review the submission and resubmit. You can click the link in the email, then navigate to My Self Serve → Learning & Development → Profile Approval History

The following profile has been denied.

Originator: [REDACTED]
Employee ID: [REDACTED]
Name: [REDACTED]
Profile Type: Person
Profile Status: Active
Comments:

Use the link below to review the profile. Denied profile items are not displayed on the profile. You can access denied items via the View Denied Items profile action.

https://pswb1dev.flemingc.on.ca:8441/psp/FPTST/EMPLOYEE/HRMS/c/JPM_EMPLOYEE.JPM_PROFILE_XFR_FL.GBL?Action=U

[Email ID: JPMDenyPersonProfile]

Review your manager's comment to see the reason for the denial. Then, follow Steps 1-8 again, to resubmit with the proper information.

Approve Profiles

Approve Profiles

Empl ID [REDACTED]
Name [REDACTED]
Profile Type PERSON Person

Click the Approve button to approve the changes or click the Deny button to reject the changes. Click the Content Link to see details.

▼ Changed Degrees (Requires Approval) Personalize Find View All First 1 of 1 Last			
Disposition	ID	Degree	Major Code
Add	MSN	MSc in Nursing	

Approval Routing

Approval by Manager

Person Profile: Denied View/Hide Comments

Approval by Manager

Denied

JPM by Position Mgmt
01/26/23 - 11:22 AM

Comments

[REDACTED] at 01/26/23 - 11:22 AM
You included the wrong attachment, please resubmit.

[Return to Previous Page](#)

If the profile was **approved**, you're done.

The following profile has been approved.

Originator: [REDACTED]

Employee ID: [REDACTED]

Name: [REDACTED]

Profile Type: Person

Profile Status: Active

Comments:

Use the link below to review the profile.

https://pswb1dev.flemingc.on.ca:8441/psp/FPTST/EMPLOYEE/HRMS/c/JPM_EMPLOYEE.JPM_PROFILE_XFR_FL.GBL?Action=U

[Email ID: JPMApprovePersonProfile]