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

Fluid Forms

General Ledger

HR Reports

MAPS - Academic Planning

Manager Self Service

My Self Service

Payroll for North America

Purchasing

Records and Enrollment

Recruiting

My Self Service

Campus Personal Information

Degree Progress/Graduation

Faculty Center

Time Reporting

Payroll and Compensation

Benefits

Learning and Development

Recruiting

Career Planning

Learning and Developm...

Accessiblity Training

Health & Safety Training

My Training Not Taken

Talent Profile

My Historical Profile

My Job Profiles

My Interest List

View Job Profiles

Search and Compare Profiles

2. Click on "Add"

Talent Profile

Home

Admin Leader

Education

Degrees

No data exists.

Add

3. Complete the information in the following fields:

- **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.
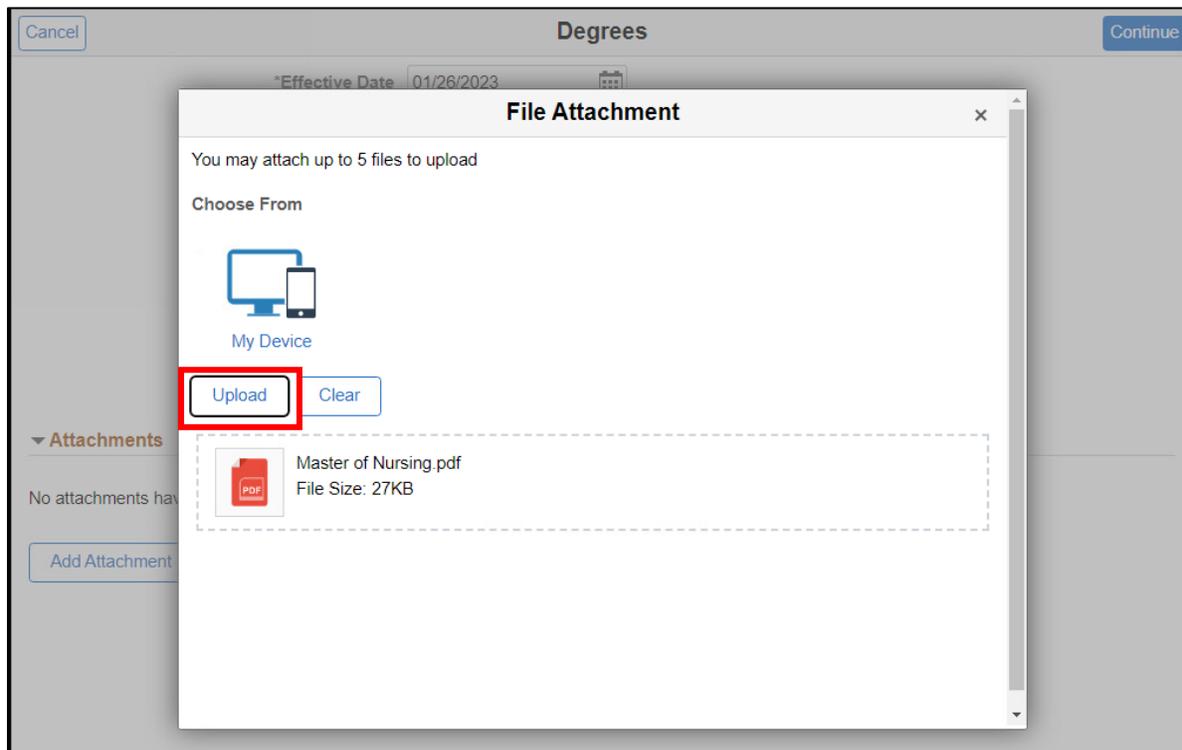
5. Look for confirmation the attachment has uploaded successfully. Then, click "Continue".

Cancel	Degrees			Continue

*Effective Date 01/26/2023

*Degree MSc in Nursing

Major Code

Country Canada

School Code CARLETON U

School Name Carleton University

Comment Focus in Teaching

▼ Attachments

File Name ◇	Description ◇	Attached On ◇	Action
Master_of_Nursing.pdf		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".

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

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: ███████████
Employee ID: ██████████
Name: ████████████
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 ███████████
Name ██████████
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**
███████████ 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: ▓▓▓▓▓▓▓▓
Employee ID: ▓▓▓▓▓▓▓▓
Name: ▓▓▓▓▓▓▓
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]