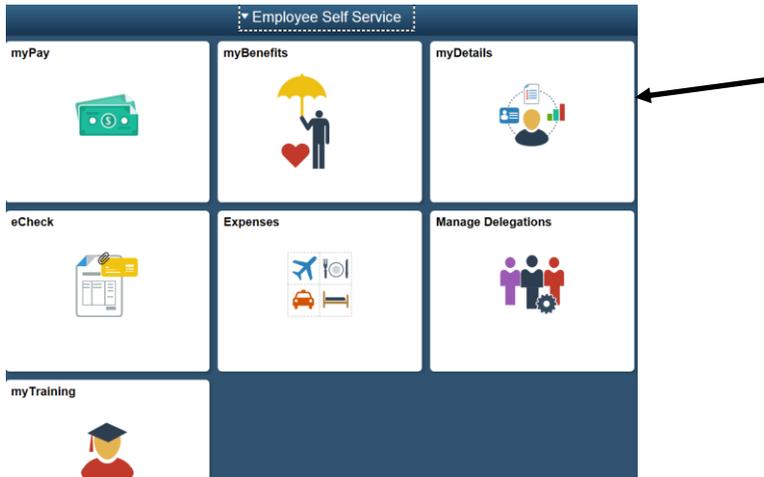
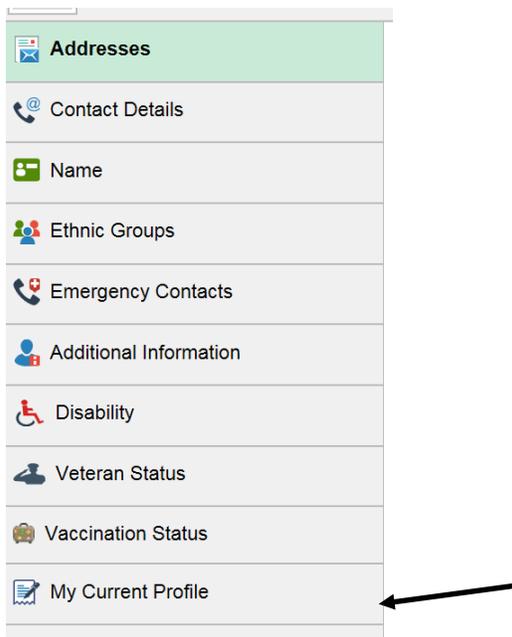


Instructions for Entering Certification Data in PeopleSoft

- 1.) From Partners menu, **open PeopleSoft** (or click link: <https://peoplesoftportal.partners.org/public/>) and enter Partners login
 - a. Select **HRMS Production**
 - b. Remain on landing page for “Employee Self- Service”
 - c. Select “My Details”



- d. Select “My Current Profile” from menu at the left.



- 2.) **Click on tab for “Qualifications”** and scroll to the bottom of the screen.
- 3.) **Click on the “+”** to the left of “Add New Magnet Certification”. Data entry form below will open.

Add New Magnet Certification

Sample Nurse

Details

*Effective Date 

*Content Item ID 

Nursing Certification

Date Issued 

Expiration Date 

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- 4.) “*Effective Date” field will default to current date. No need to change.
- 5.) “*Content Item ID” field is required. Click to the right on the magnifying glass. **Click on “Magnet Certification”.**
- 6.) “Nursing Certification” field:

Step 1 - **Click on down arrow** in the far right of the Nursing Certification box.

Step 2 – A list of Nursing Certifications are included. Scroll down to **select the specific certification using credential letters.**

Note - the list of certifications is very truncated and only 16 characters appear on the screen drop down menu, which might be challenging. But all certifications begin with the credential letters, so the best way to find a specific description is to locate the credential letters. Some examples are shown below.

Description	Description	Description
ACM Accredited Case Manager	PMHNP-BC Adult Psych. & MH NP	AOCN Adv. Oncology Cert. Nurs
ACNPC Acute Care NP	AGACNP-BC Adult-Gero. AC NP	AOCNP Adv. Oncology Cert. NP
ACNP-BC Acute Care NP	AGPCNP-BC Adult-Gero. PC NP	APNG Adv Pract Nurse Genetics
ACNPC-AG Acute Care NP Gero	ACHPN Adv Cert Hospice & Pall	APHN-BC Adv. Public Hlth Nrs
ACNS-BC Adult CNS	ACCNS-AG Adv Crit. Cr CNS Gero	ACRN AIDS Cert. RN
NP-C Adult NP	BC-ADM Adv Diabet. Mgmt CNS&NP	RN-BC Ambulatory Care Nursing

- 7.) “Date Issued” field – click on the calendar to the right of the box to select **the date of issue** – or – type in the date using mm/dd/yyyy format.
- 8.) “Expiration Date” field – click on the calendar to the right of the box to select **the date of expiration** – or – type in the date using mm/dd/yyyy format.
- 9.) Select **“Apply and Add Another”** if additional certifications are to be entered.
- 10.) Finish by selecting **“OK”**. It will automatically return to Qualifications page.
- 11.) Select **“Save”** to complete the data entry.