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.
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.

<table>
<thead>
<tr>
<th>Description</th>
<th>Description</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACNPC Acute Care NP</td>
<td>AGACNP-BC Adult-Gero. AC NP</td>
<td>AOCNP Adv. Oncology Cert. NP</td>
</tr>
<tr>
<td>ACNP-BC Acute Care NP</td>
<td>AGPCNP-BC Adult-Gero. PC NP</td>
<td>APNG Adv Pract Nurse Genetcs</td>
</tr>
<tr>
<td>ACNPC-AG Acute Care NP Gero</td>
<td>ACHPN Adv Cert Hospice &amp; Pall</td>
<td>APHN-BC Adv. Public Hlth Nrs</td>
</tr>
<tr>
<td>ACNS-BC Adult CNS</td>
<td>ACCNS-AG Adv Crit. Cr CNS Gero</td>
<td>ACRN AIDS Cert. RN</td>
</tr>
<tr>
<td>NP-C Adult NP</td>
<td>BC-ADM Adv Diabet. Mgmt CNS&amp;NP</td>
<td>RN-BC Ambulatory Care Nursing</td>
</tr>
</tbody>
</table>

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.