Employee Self Service
Adding Professional Qualifications & Registrations
## Document Version Control

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<td>0.1</td>
<td>15 August 2017</td>
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<td>Karen Gormal</td>
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1. **Adding professional Qualifications & Registrations**

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(VARIATIONS: NHSS Agenda for Change Employee Self Service, NHSS Medical & Dental Employee Self Service, NHSS Standard Employee Self Service)

1. Click **Qualifications & Registrations**
2. Click **Add qualifications, registrations & memberships**
3. Select the search icon next to the **Qualifications, Registrations & Memberships Type** field and then click **Go**
4. Click the **Quick Select** icon next to the relevant type
5. Fill in fields as required
6. For further **Professional Registration data fields** and select relevant registration from **Type Further Details** list of values eg Nursing and Midwifery Council (NMC)
7. Click the **Apply** button
8. Click **Next**
9. Review details and click **Submit** if accurate. Alternatively click **Back** to make any necessary corrections
10. Click the **Home** button
11. Changes will be sent to **line manager for approval**