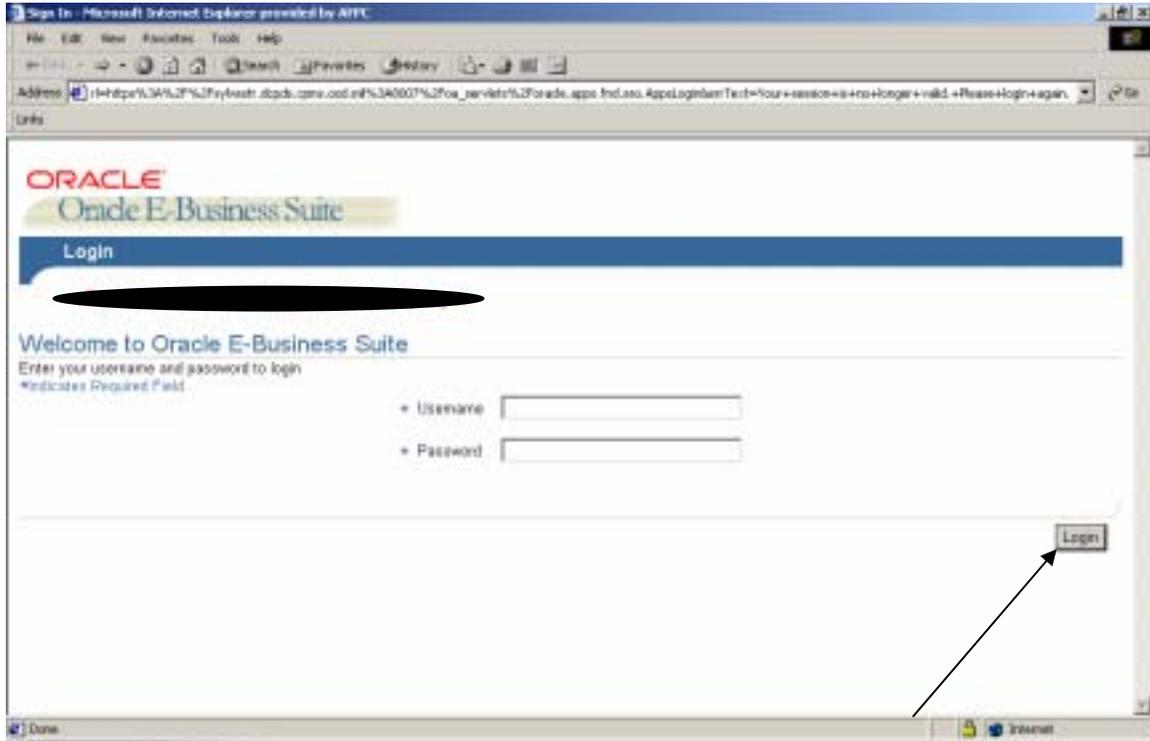


UPDATING ACQUISITION CERTIFICATIONS IN DCPDS

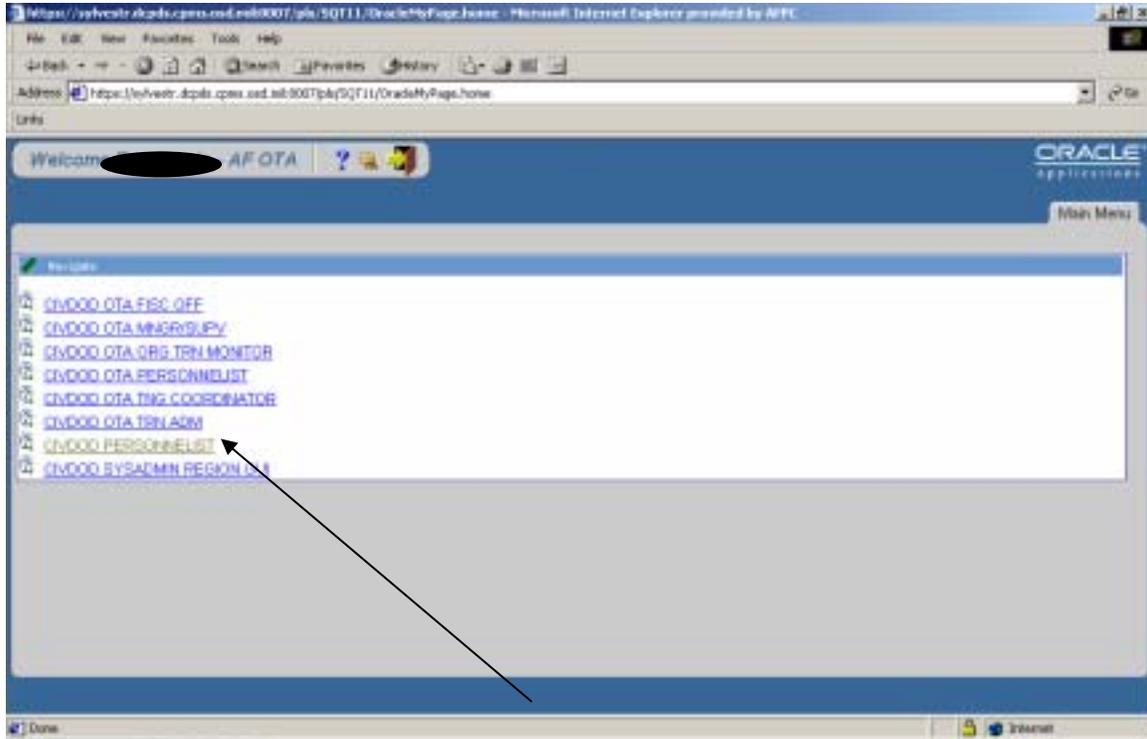


LOG IN TO: HR, ORACLE 11i

**Type your: Username
Password**

Click on: Login

UPDATING ACQUISITION CERTIFICATIONS IN DCPDS

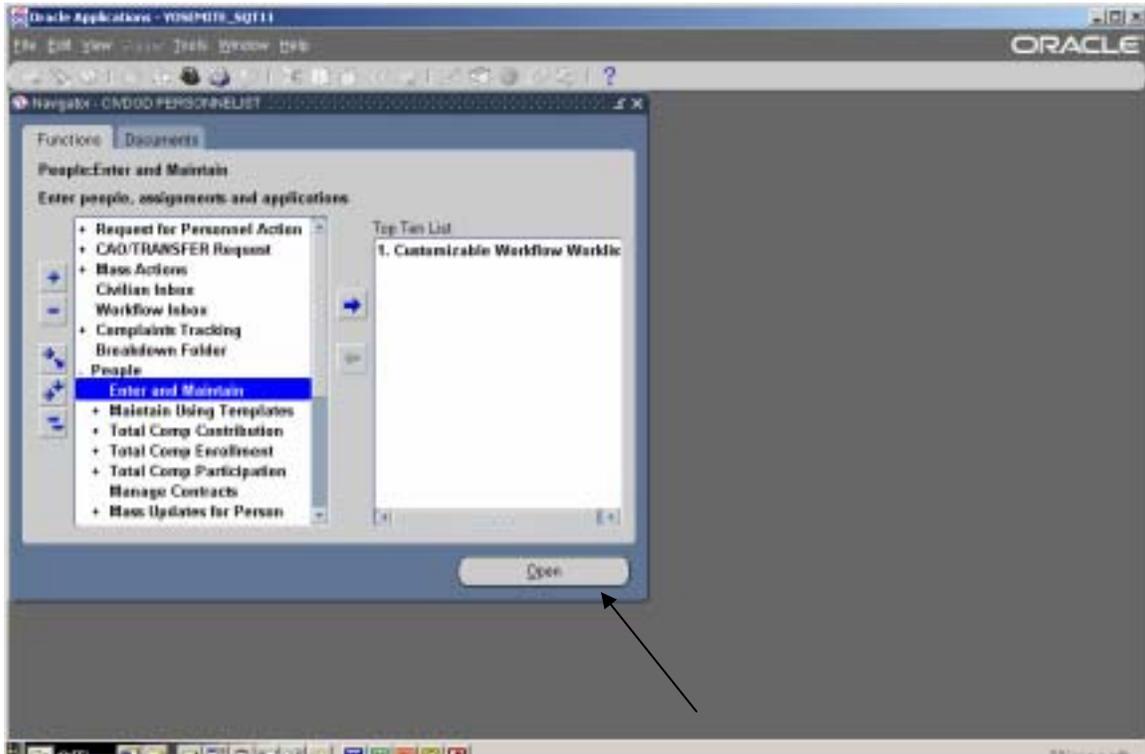


SELECT YOUR RESPONSIBILITY ROLE:

TO UPDATE ACQUISITION CERTIFICATIONS, PLEASE CLICK ON CIVDOD PERSONNELIST

(NOTE: Updating Acquisition Certifications cannot be accessed via CIVDOD OTA PERSONNELIST responsibility)

UPDATING ACQUISITION CERTIFICATIONS IN DCPDS

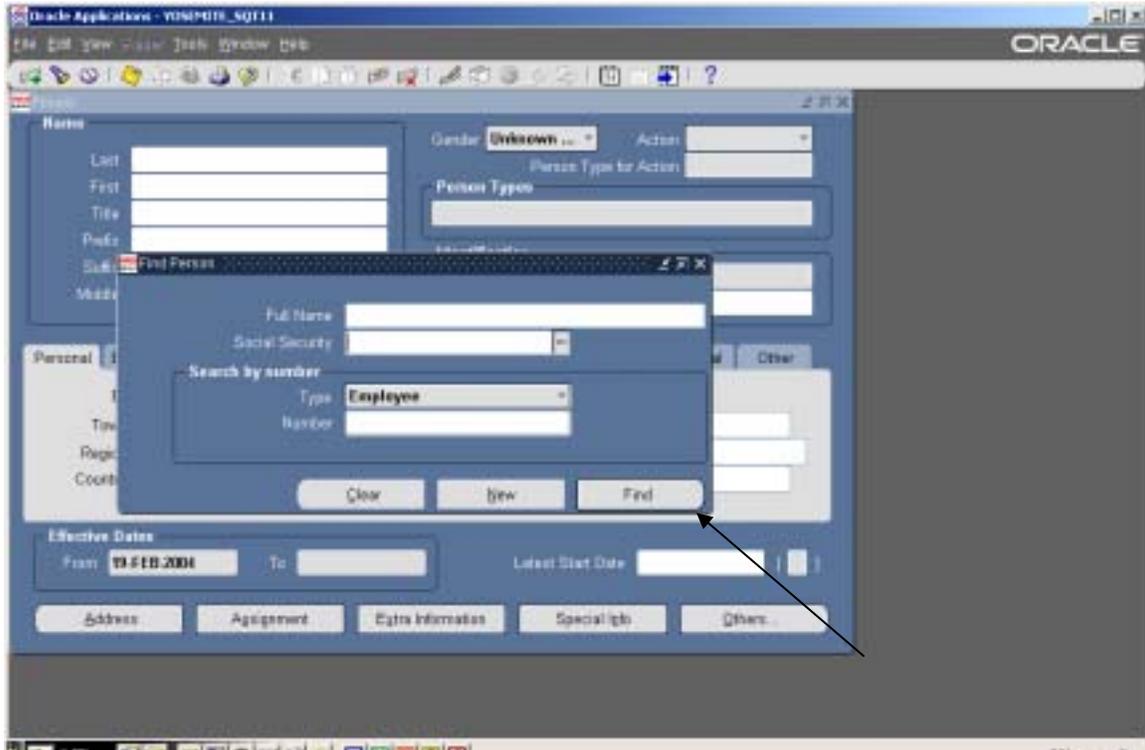


YOU ARE NOW IN THE CIVDOD PERSONNELIST ROLE!

Double-click on People—Enter and Maintain will pop up, double-click on Enter and Maintain or, click on Open.

This will prompt you to the Find Person screen.

UPDATING ACQUISITION CERTIFICATIONS IN DCPDS



Enter either the employee’s last name followed by an “%” or the Social Security (SSAN) in the Social Security box. Use the format XXX-XX-XXXX (include dashes). Using the SSAN is a much faster process.

Click on Find.

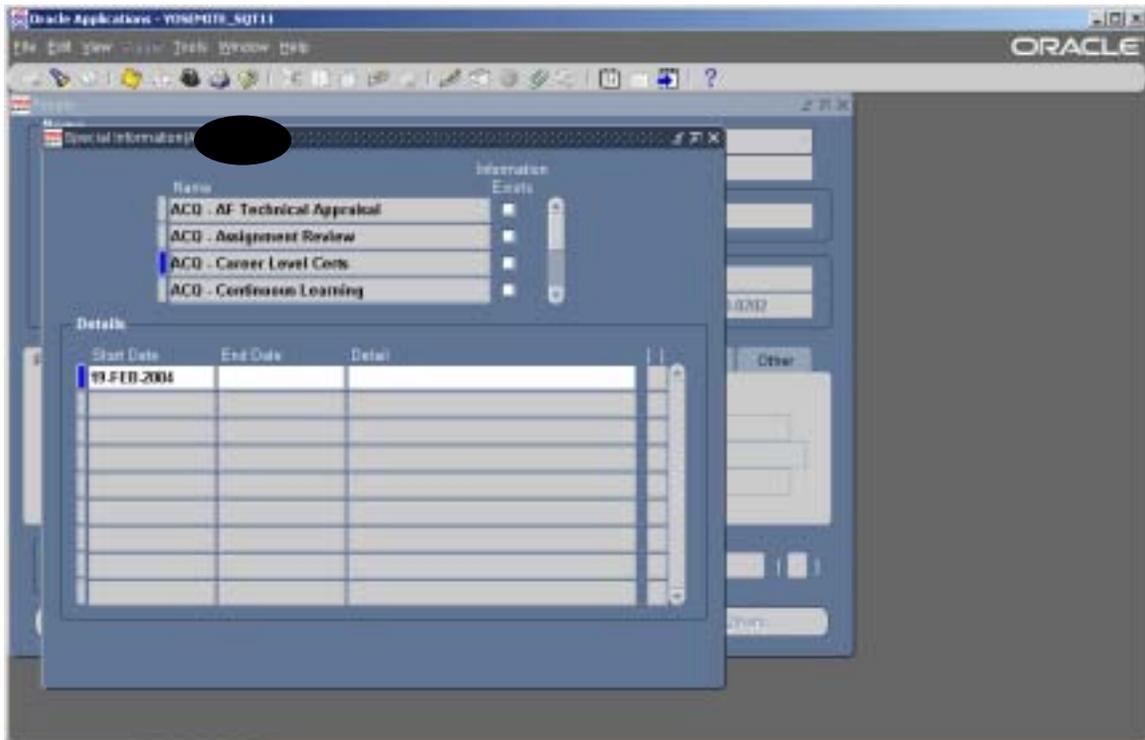
UPDATING ACQUISITION CERTIFICATIONS IN DCPDS

The screenshot shows the Oracle PeopleSoft application window titled "Oracle Applications - Y09EMP01R_SQ111". The window displays the "People" form for an employee. The "Name" section includes fields for Last, First, Title, Prefix, Suffix, and Middle. The "Gender" is set to "Male" and "Action" is empty. The "Person Types" section shows "Employee" for both "Person Type for Action" and "Identification". The "Social Security" field is empty. Below these are tabs for "Personal", "Employment", "Office Details", "Applicant", "Background", "Notes", "Father Name", "Medical", and "Other". The "Personal" tab is active, showing "Birth Date" as 22.OCT.1975, "Age" as 28, "Town of Birth", "Region of Birth", "Country of Birth", "Status", "Nationality", and "Registered Disabled". The "Effective Dates" section shows "From" as 06.JAN.2001 and "To" as empty, with "Latest Start Date" as 06.JAN.2001. At the bottom, there are buttons for "Address", "Assignment", "Extra Information", "Special Info", and "Other". An arrow points to the "Special Info" button.

You are now in the PEOPLE window. This window displays the employee's personal information.

Click on Special Info.

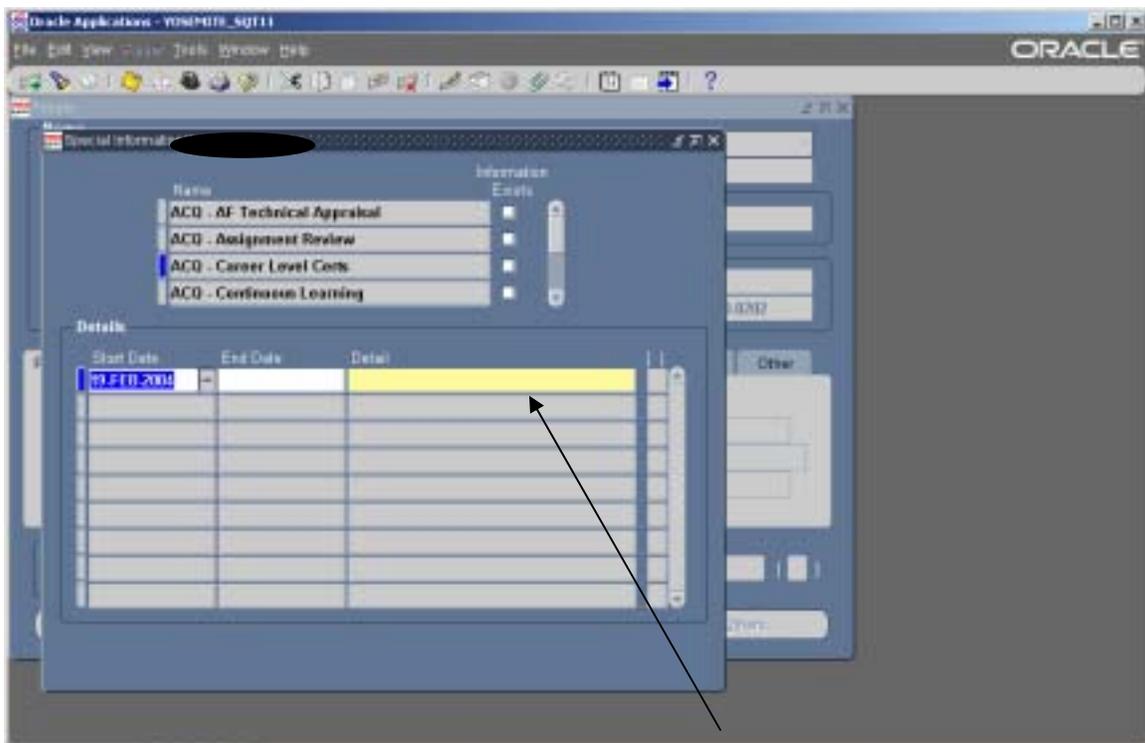
UPDATING ACQUISITION CERTIFICATIONS IN DCPDS



You are now in the Special Information Window.

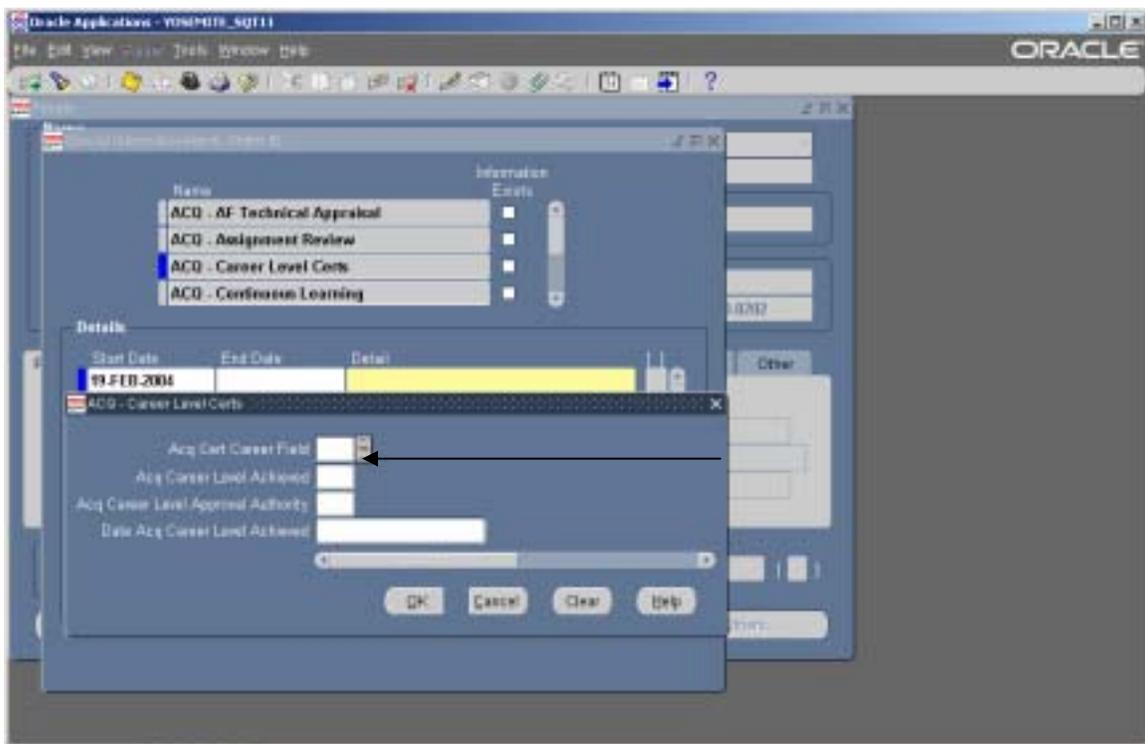
**This window has the majority of the Acquisition Information.
Bring your cursor down to ACQ – Career Level Certs.**

UPDATING ACQUISITION CERTIFICATIONS IN DCPDS



Click on entry line under Detail.

UPDATING ACQUISITION CERTIFICATIONS IN DCPDS

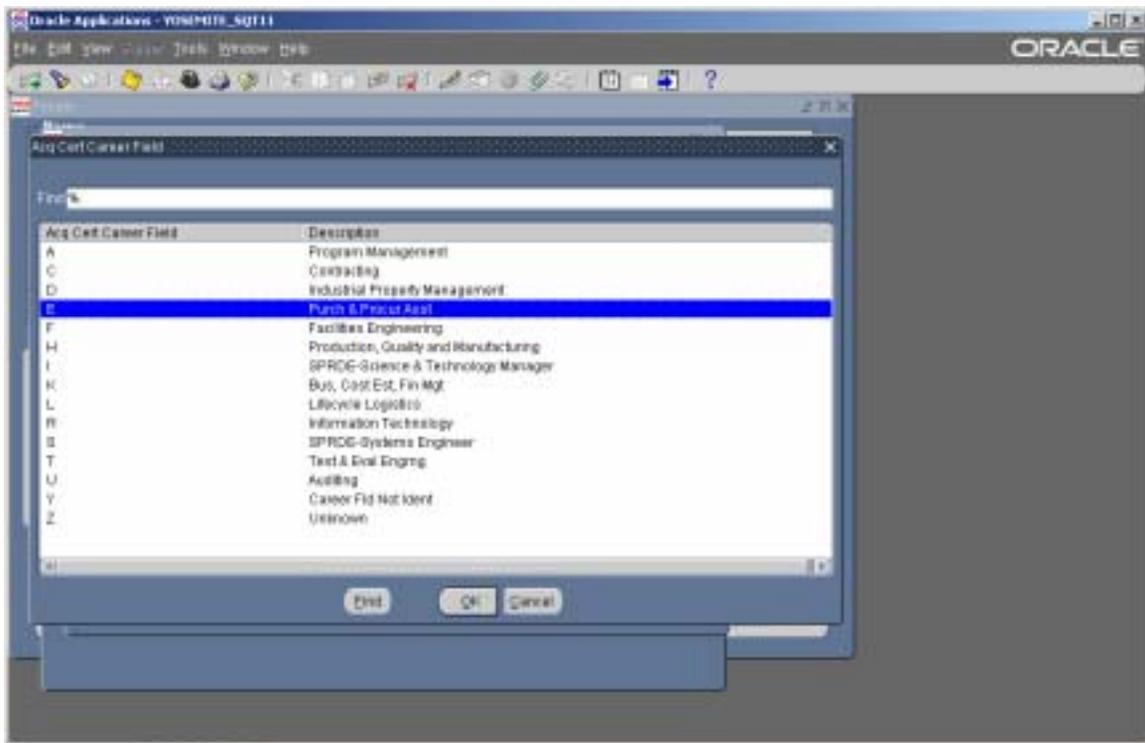


After clicking on Detail, it will provide you with the Acq-Career Level Certs Data Descriptive Flexfield (DDF).

NOTE: The List of Values (LOV) button is located to the right of each field in the DDF.

A gray box with dots on it. (See where arrow is pointing.)

UPDATING ACQUISITION CERTIFICATIONS IN DCPDS

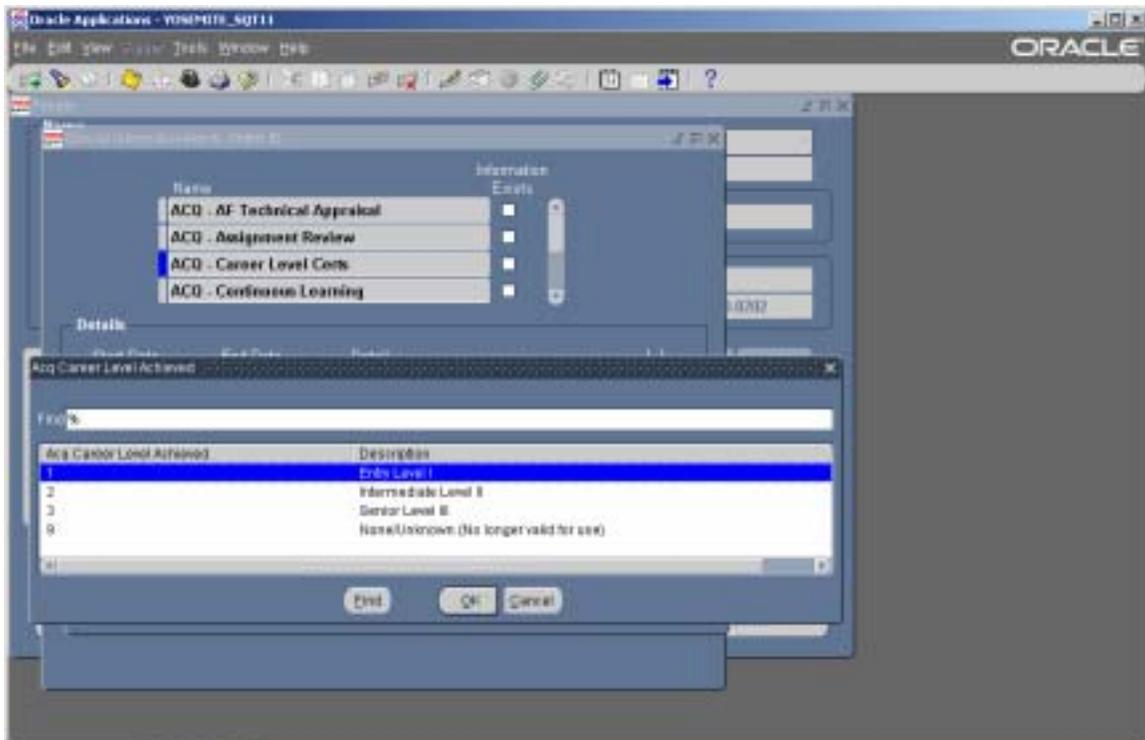


After pressing LOV button, you will get a listing of all the Acq Cert Career Fields.

You click on the appropriate one according to the certificate you must update.

NOTE: THIS AREA CHANGED FROM "3" CHARACTERS TO ONLY "1".

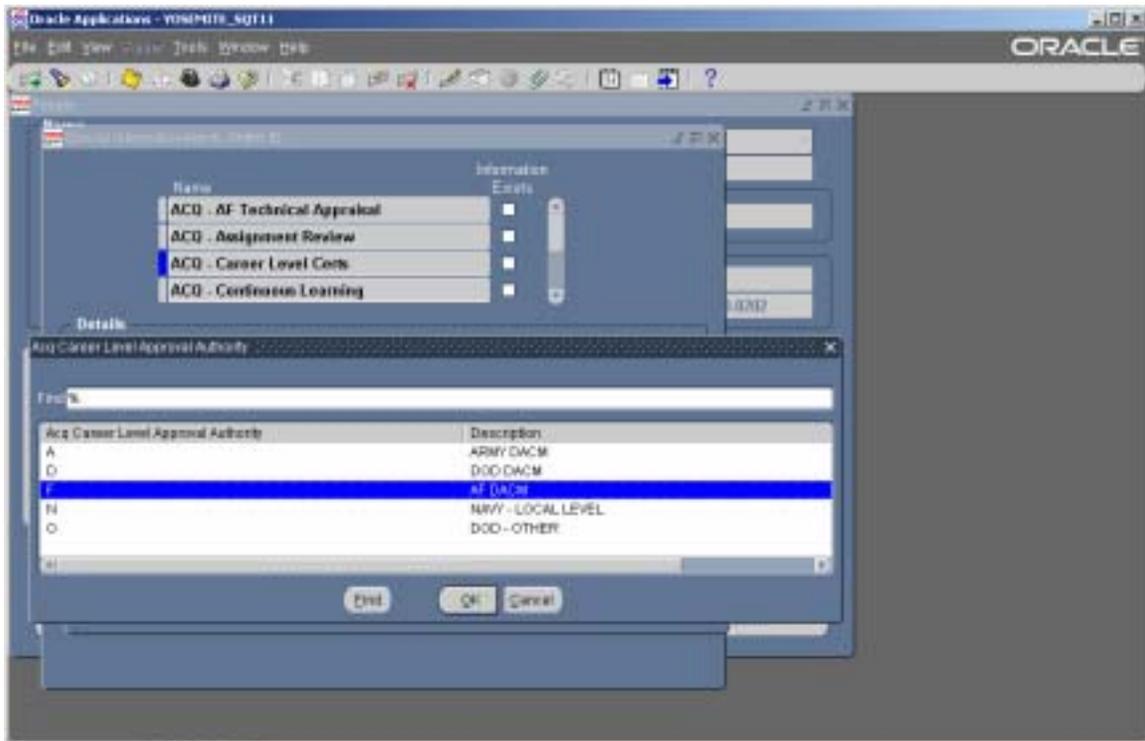
UPDATING ACQUISITION CERTIFICATIONS IN DCPDS



The next LOV is for the Acq Career Level Achieved.

Click on appropriate level.

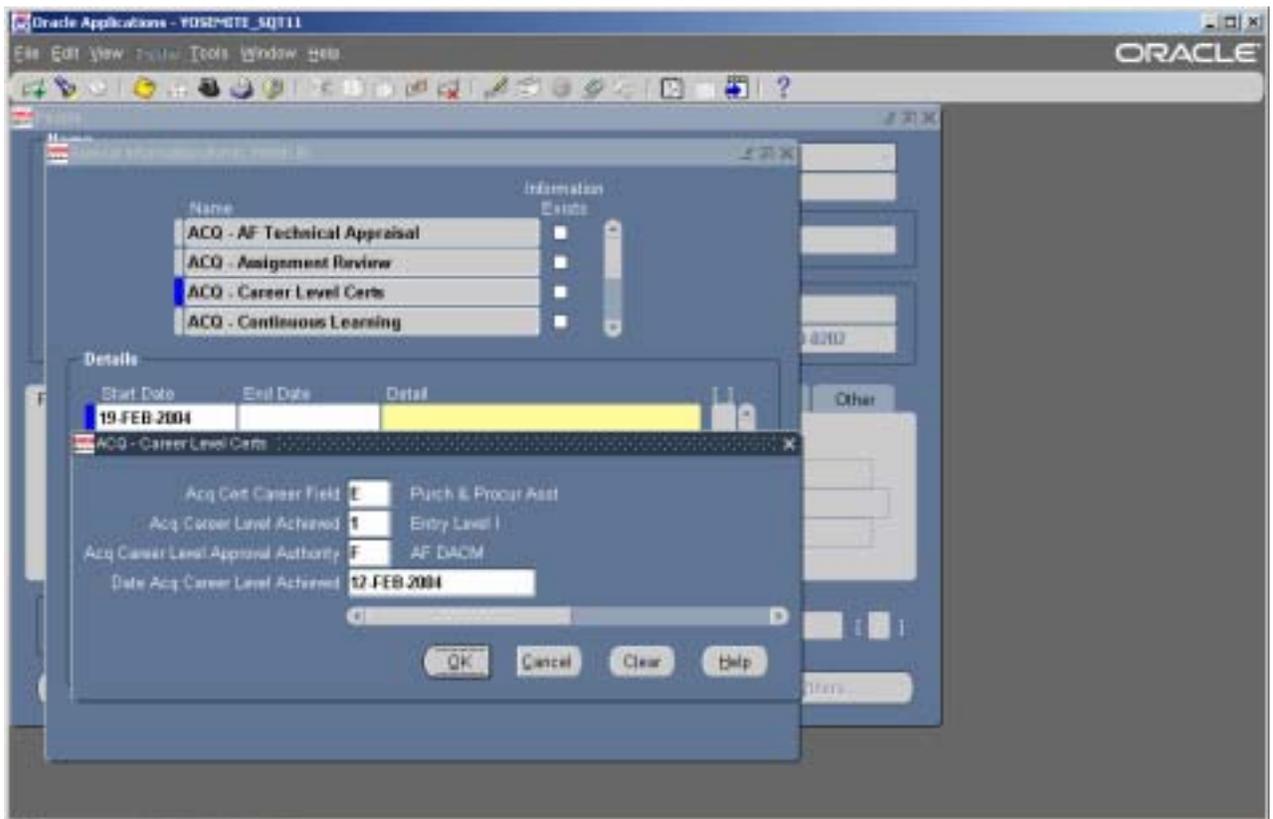
UPDATING ACQUISITION CERTIFICATIONS IN DCPDS



Next Data entry to fill in.

This will be an “F”, for Air Force.

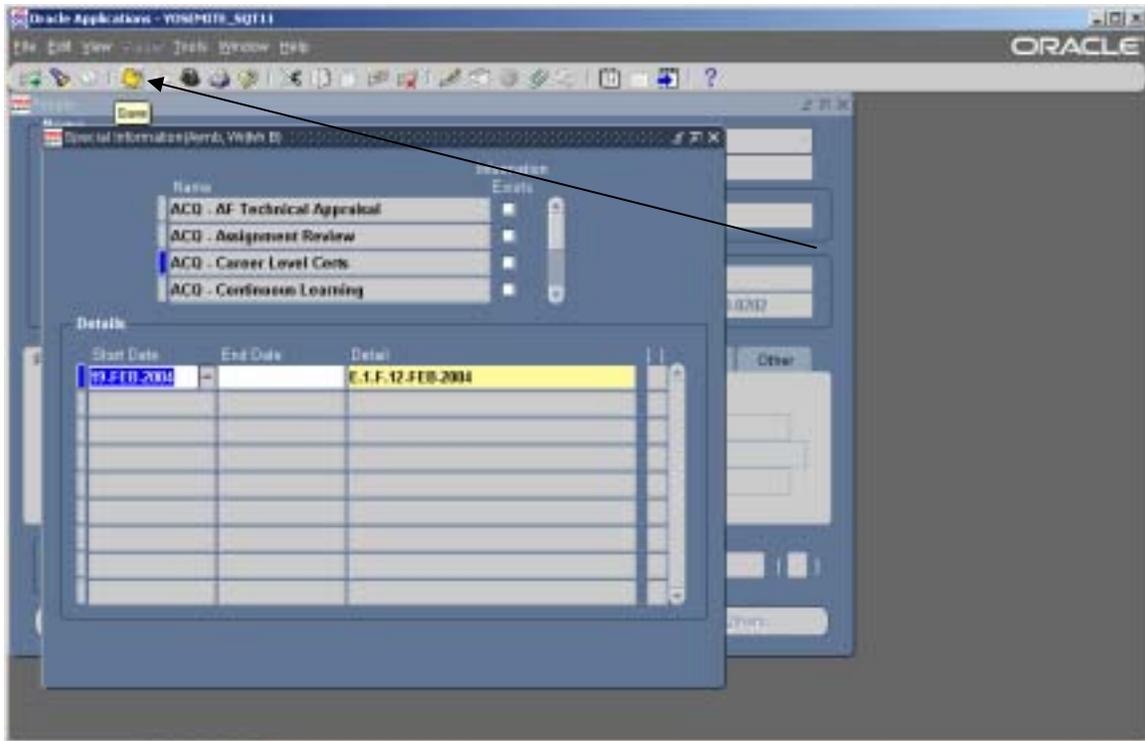
UPDATING ACQUISITION CERTIFICATIONS IN DCPDS



Next data entry is the date. Self-explanatory.

Verify all data is in, now click OK!

UPDATING ACQUISITION CERTIFICATIONS IN DCPDS



After clicking OK, you are back to the Special Information Window—click on “SAVE”.

This is your yellow box (left side) on tool box. This will save your entry.

Normally, you will get a notice stating your record has been saved, sometimes it doesn't.

The updated information will show under “Detail”.

Congratulations! You have successfully completed your Acquisition Certification update!!!