

eProfile: View/Modify Education

This document provides an overview of updating education using the self-service function available via My Akron, The University of Akron’s portal. This self-service application enables employees to view their current information and make updates as needed.

There is a tutorial which accompanies this document. Please visit the https://www.uakron.edu/training/HRV9.dot web site for a complete list of tutorials.

Important Tips to Remember when working in My Akron

✓ You will be logged out automatically after 20 minutes of inactivity

✓ Cookies must be enabled on your browser. If you need to enable cookies, please visit the following website: https://www.uakron.edu/training/ie.dot

✓ If you experience difficulty in logging in and you have cookies enabled, clear the cache on your computer. For instructions on clearing cache, please visit the following website: https://www.uakron.edu/training/ie.dot

✓ ALWAYS log out of the portal by clicking on the Sign Out link - clicking the X does not end your session
Notes on Updating Education Information

- The majority of the updates to personal information are real time – meaning they take effect immediately upon hitting the **Save** button. Only the following information is **NOT** immediately updated due to the requirement of appropriate legal documentation which **MUST** accompany the request:
  - Name Change
  - Education (adding a degree)

- An email notification will be sent once the requested personal information has been *updated* for the education change.

- The following legal documents are accepted for a change to education:
  - Diploma (for degrees)
  - Official Transcript
Log in to My Akron

1. Navigate to My Akron. From the main page (http://www.uakron.edu) click the link for My Akron.

![My Akron screenshot](image)

NOTE: You may also enter the url https://my.uakron.edu directly into the address bar of your browser.

2. Log in to My Akron with your UAnet ID and password:

![University of Akron Login](image)

Contact the Support Desk at 330-972-6888 if you have forgotten your UAnet ID and/or password.
3. You are now logged in to the portal. The particular page shown below is the “My Page” tab. Clicking the Home hyperlink from within the portal will always return you to this tab (My Page).

4. Click the “Faculty/Staff” tab.
5. Notice the various options available under the My **Profile** heading under “**Employee Services**”.
**View/Modify Education**

Please note that changes to Education can only be made by using the following method:

- Click the **Education** link from the main My Profile page.

1. The **Education** page is displayed.
2. To delete a degree, click the **Delete** button.
3. To edit an existing degree, click the **Edit** button.

**NOTE:** You must provide legal documentation of the new degree to Human Resources. Legal documents accepted are: official transcript or degree.
4. To add degrees click the Add a Degree button. The Education Detail page is displayed.

![Education Detail Page]

- Use the magnifying glass icon to look up values for the Degree.
- Enter part of the description (such as Associate) in the Description box and click the Lookup button.
- Click either the Accomplishment or the Description to select the entry.

NOTE: The search is case sensitive so make sure to enter the first letter in uppercase.
5. After specifying the Degree information the **Education Details** page returns. Next, select the **Major** by using the magnifying glass icon to look up values for the Major.

![Education Details Screen]

a. Use the magnifying glass icon to look up values for the **Major**.
b. Enter part of the description (such as Computer) in the **Description** box and click the **Lookup** button.
c. Click either the **Major Code** or the **Description** to select the entry.

![Lookup Major]

**NOTE:** The search is case sensitive so make sure to enter the first letter in uppercase.
6. After specifying the Major information the **Education Details** page returns. Next, select the **School** by using the magnifying glass icon `🔍` to look up values for the institution.

   ![Education Details](image)

   a. Use the magnifying glass icon `🔍` to look up values for the **School**.
   b. For the best results, enter part of the school name and the State abbreviation in the lookup fields (such as Stark and OH) and click the **Lookup** button.
   c. Click either the **School Code** or the **Description** to select the entry.

   ![Lookup School](image)
7. The **Education Detail** page returns with the school information. Indicate whether or not the degree has been completed and specify the date the degree was acquired.

8. Click the **Save** button to save and submit the information.

9. The Confirmation page returns. Click the **OK** button.

You will only receive one email notifications regarding your request:

- An email will be sent when the update has been *completed*
10. The **Education** page is displayed showing the request to add a new degree.

The degree will be added once confirmation of degree receipt is received in Human Resources.

**Education**

Joe Smith

<table>
<thead>
<tr>
<th>Degree</th>
<th>School</th>
<th>Date Acquired</th>
<th>Edit</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor of Science</td>
<td></td>
<td>01/01/1971</td>
<td>Edit</td>
<td>Delete</td>
</tr>
<tr>
<td>High School Graduate</td>
<td></td>
<td>01/01/1967</td>
<td>Edit</td>
<td>Delete</td>
</tr>
<tr>
<td>Doctor of Philosophy</td>
<td></td>
<td>01/01/1975</td>
<td>Edit</td>
<td>Delete</td>
</tr>
</tbody>
</table>

For questions regarding Personal Information updates:
Staff, Faculty, Contract Professionals and Graduate Assistants call 330-972-7096 or e-mail Human Resources at: [hr_info_services@uakron.edu](mailto:hr_info_services@uakron.edu)