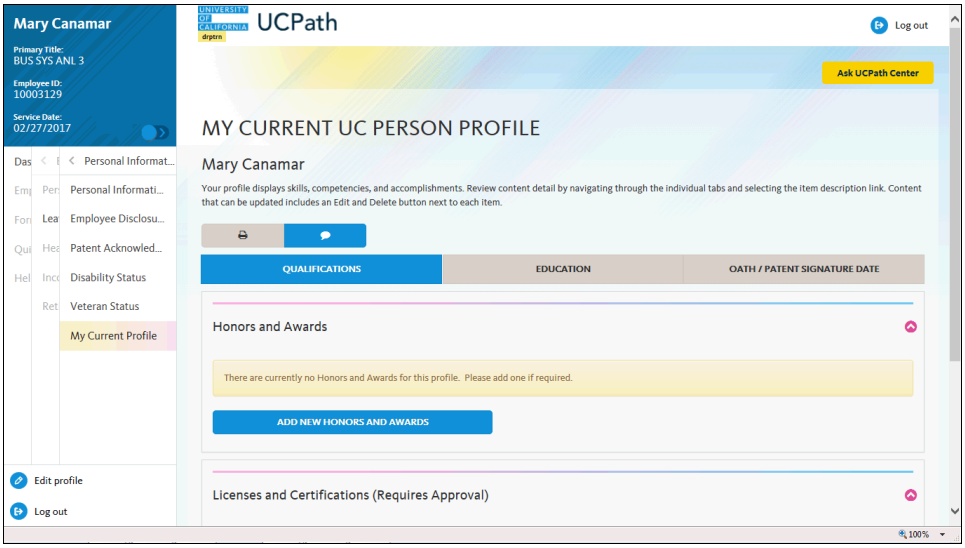
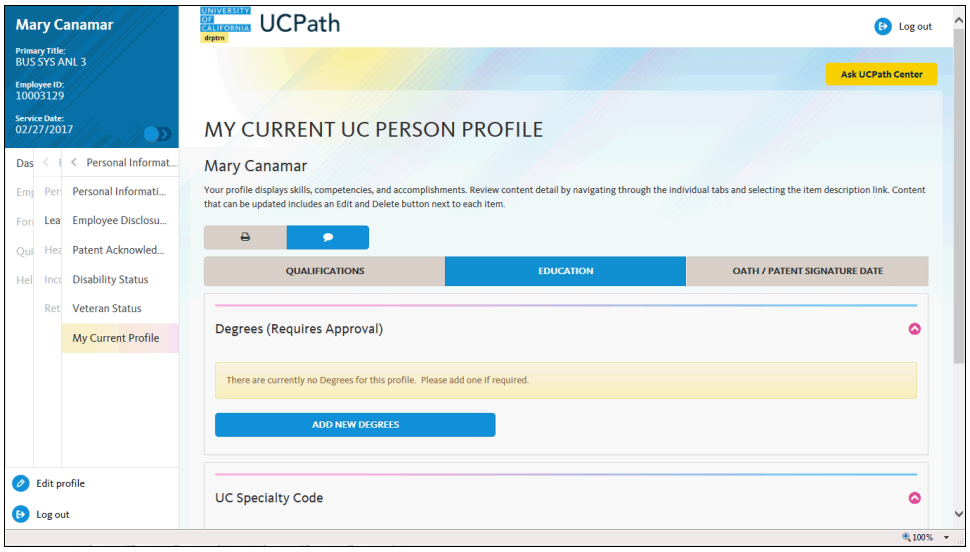
Use this task to enter your education in UCPath online.

Dashboard Navigation:
Personal Information > **My Current Profile**
or
Menu Navigation:
Employee Actions > Personal Information > **My Current Profile**

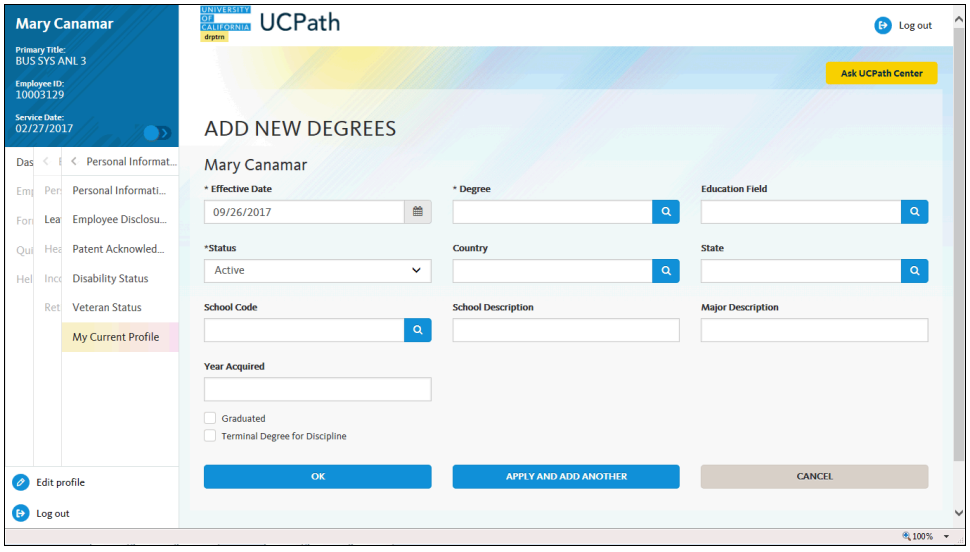
Note: This example uses sample images as seen on a computer. Sample images appear differently on a tablet or smartphone, but the steps remain the same.



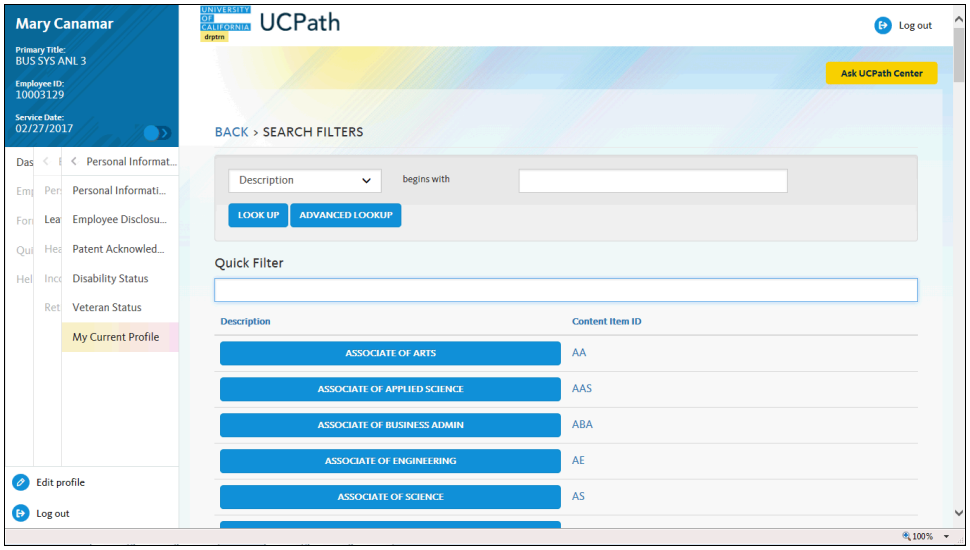
Step	Action
1.	In this example, you acquired a bachelor of arts and sciences degree in 2016 from the University of California, Berkeley. You will add the degree on the **Education** tab. Click the **Education** tab.



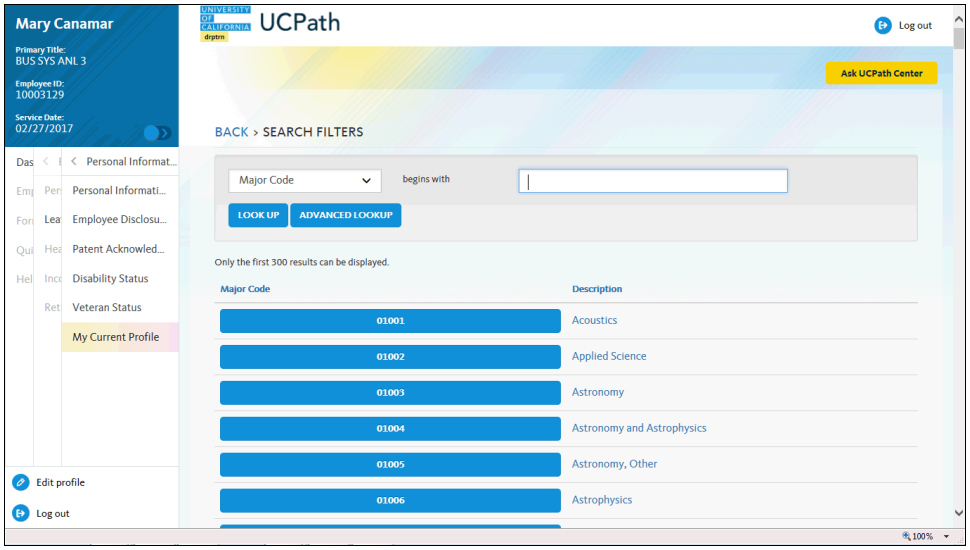
Step	Action
2.	Click the **Add New Degrees** button.



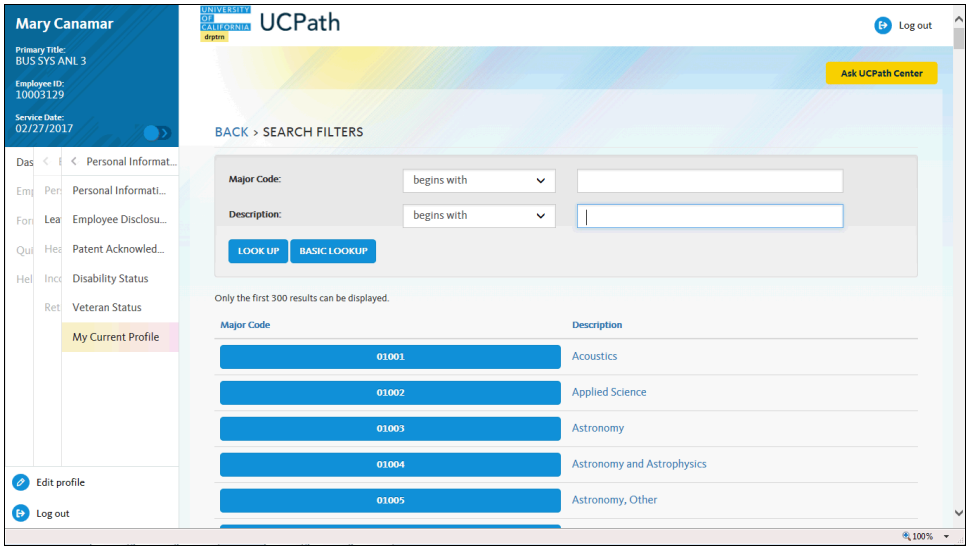
Step	Action
3.	The **Effective Date** is the date you earned the degree. The default date is today's date. For this example accept the default date.
4.	Click the **Look up Degree** button.



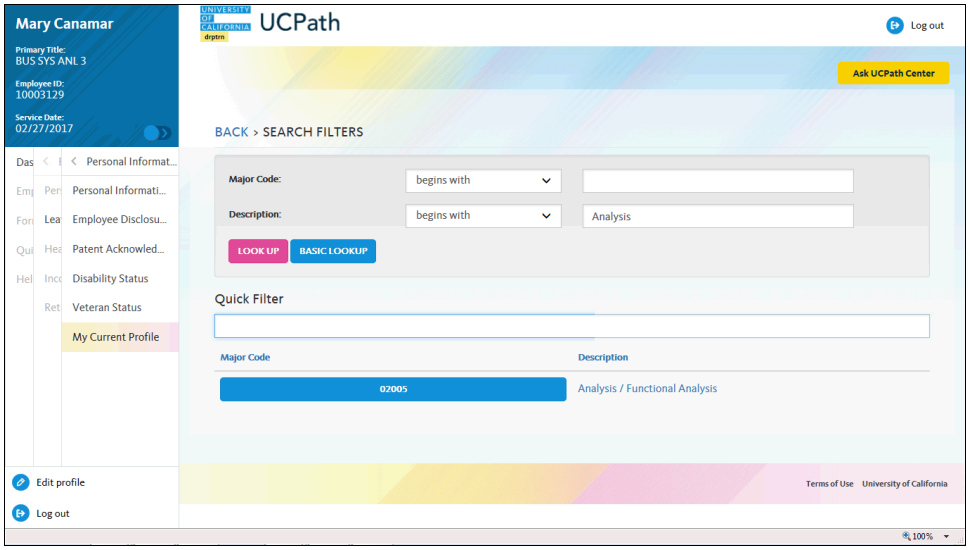
Step	Action
5.	You can use the **Search Filters** at the top of the page to search for the appropriate degree or scroll through the list of degrees. For this example click the scroll bar.
6.	For this example click the **BACHELOR OF ARTS & SCIENCES** button.
7.	Click the **Look up Education Field** button.



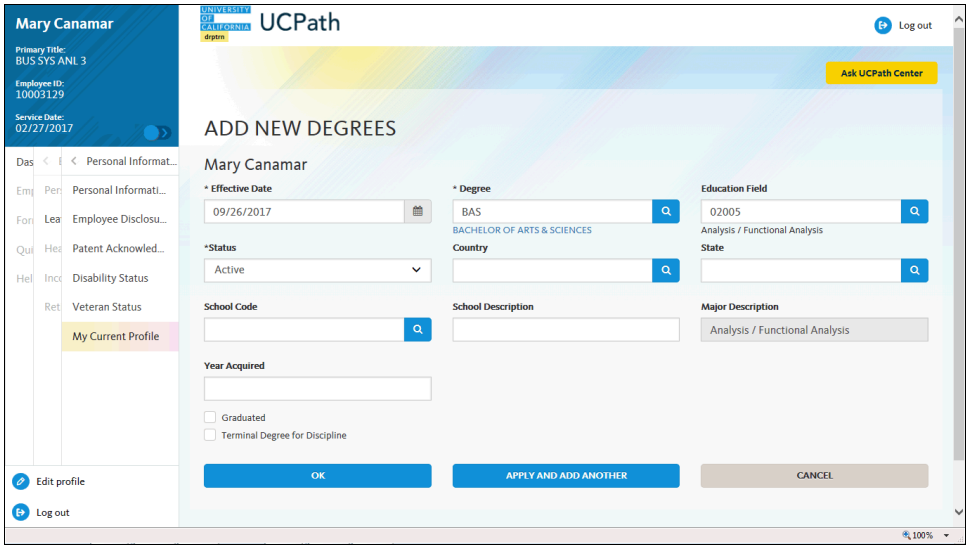
Step	Action
8.	In this example, find the **Analysis / Functional Analysis** major using the **Advanced Lookup** search. Click the **Advanced Lookup** button.



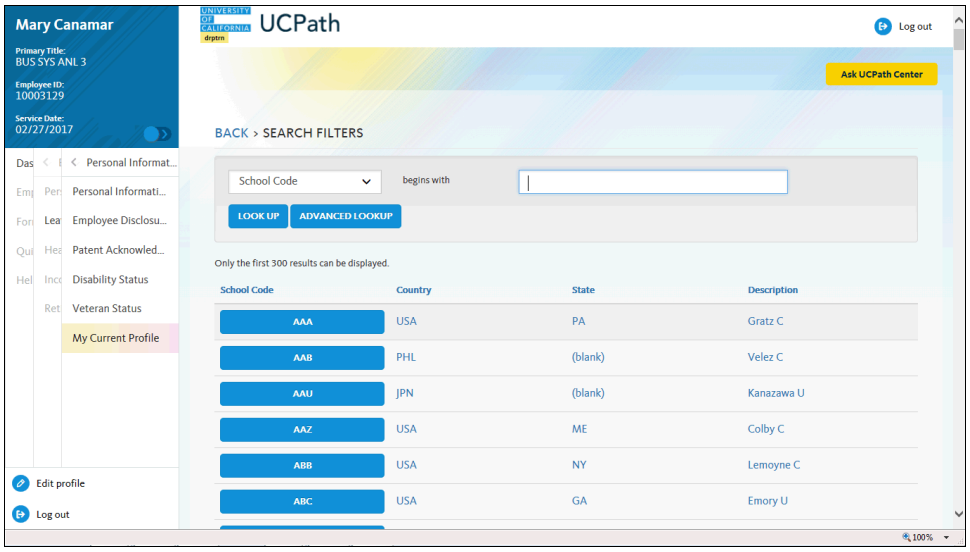
Step	Action
9.	Click in the **Description** field.
10.	Enter the desired information into the **Description** field. For this example, enter **Analysis**.
11.	Click the **Look Up** button.



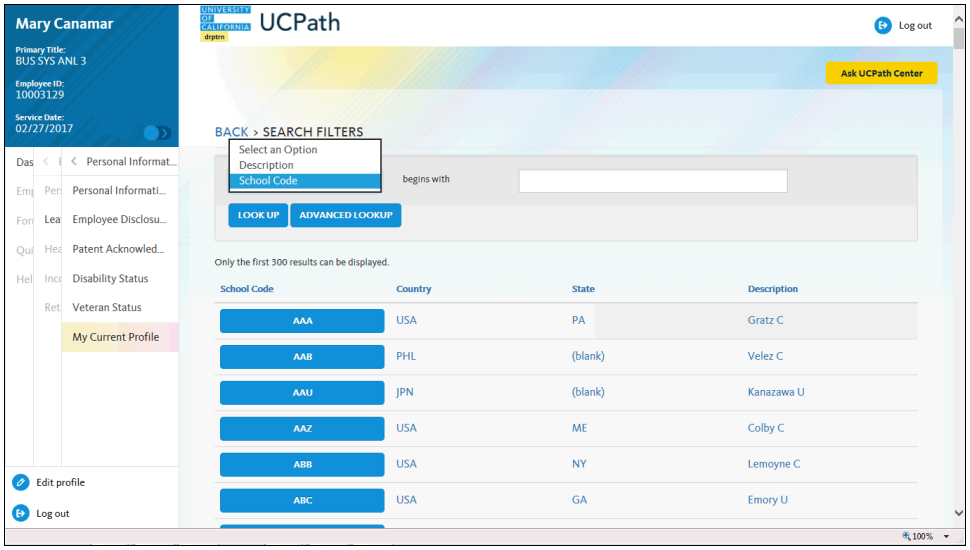
Step	Action
12.	For this example click the **02005** button.



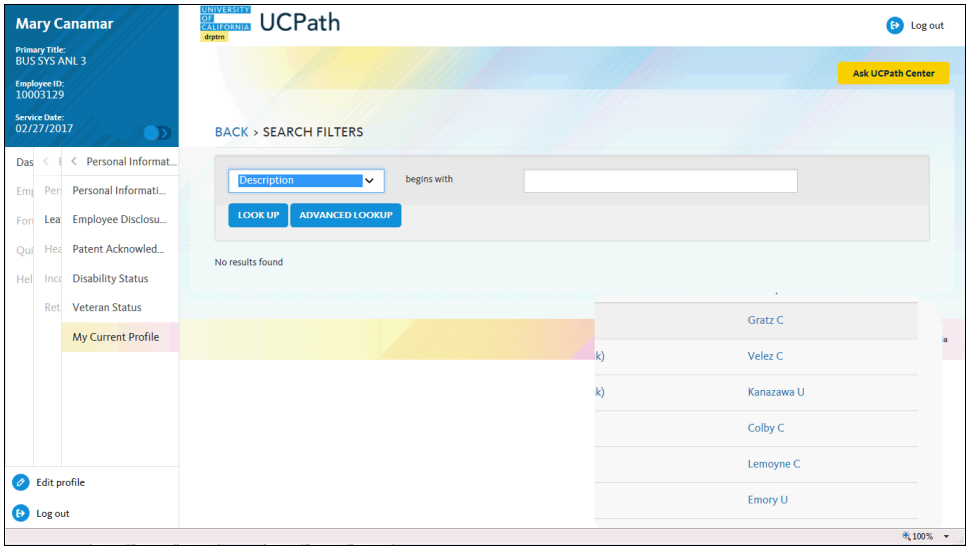
Step	Action
13.	Notice that the **Major Description** field populates based on the value in the **Education Field** code.
14.	The **Country** and **State** fields automatically appear when you select a **School Code**. Click the **Look up School Code** button.



Step	Action
15.	In this example, locate the University of California, Berkeley **School Code** by changing the search filter to search by **Description**. Click the button to the right of the **Search** field.

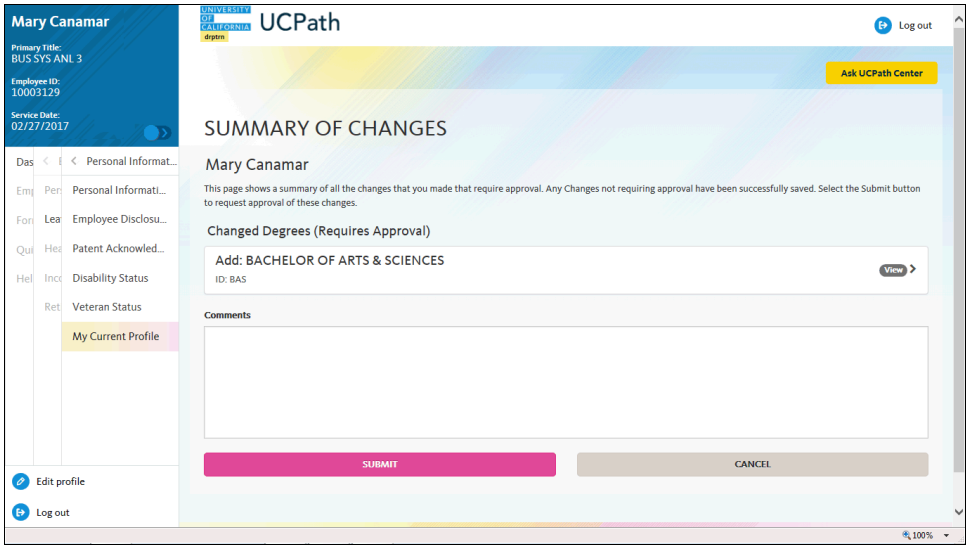


Step	Action
16.	For this example click the **Description** list item.

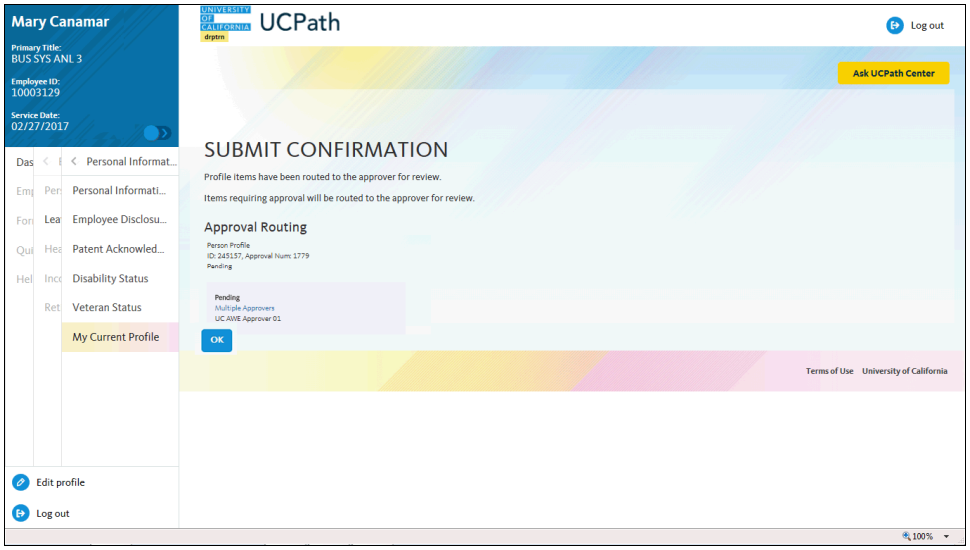


Step	Action
17.	Enter the desired information into the **begins with** field. For this example, enter **U of Calif**.
18.	Click the **Look Up** button. LOOK UP
19.	For this example click the **U of California Berkeley** button. U OF CALIFORNIA BERKELEY
20.	Click in the **Year Acquired** field.
21.	Enter the desired information into the **Year Acquired** field. For this example, enter **2016**.
22.	You can indicate whether or not you graduated. For this example click the **Graduated** option. Graduated
23.	Click the **Terminal Degree for Discipline** option if this is the maximum level of education available in the given field.

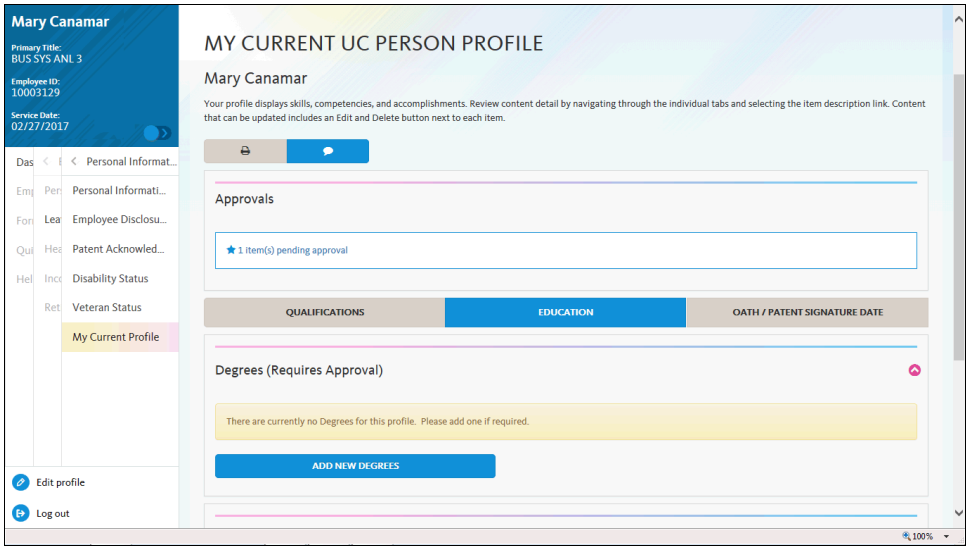
Step	Action
24.	If you need to add another degree, click the **Apply and Add Another** button. If you have entered all degrees, click the **OK** button. For this example click the **OK** button.
25.	Click the scroll bar.
26.	Click the **Save** button.



Step	Action
27.	If applicable, you can enter additional information in the **Comments** field.
28.	Click the **Submit** button.



Step	Action
29.	The **Submit Confirmation** page appears and indicates whether approval is required. In some cases, only self-approval is required. Click the **OK** button.



Step	Action
30.	Degrees do not appear until after approval. If you need to review degrees before they are approved, click the **item(s) pending approval** link.
31.	You have entered your education in UCPath online. **End of Procedure.**