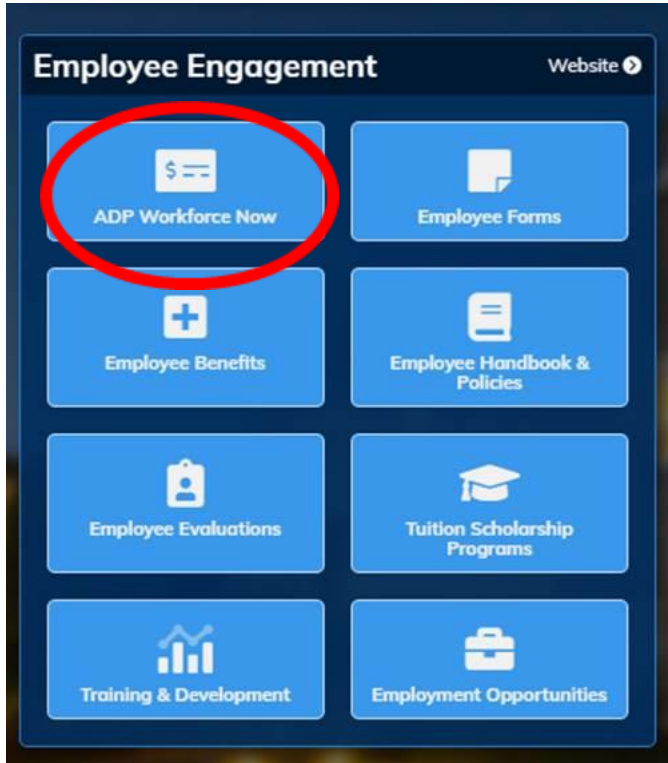


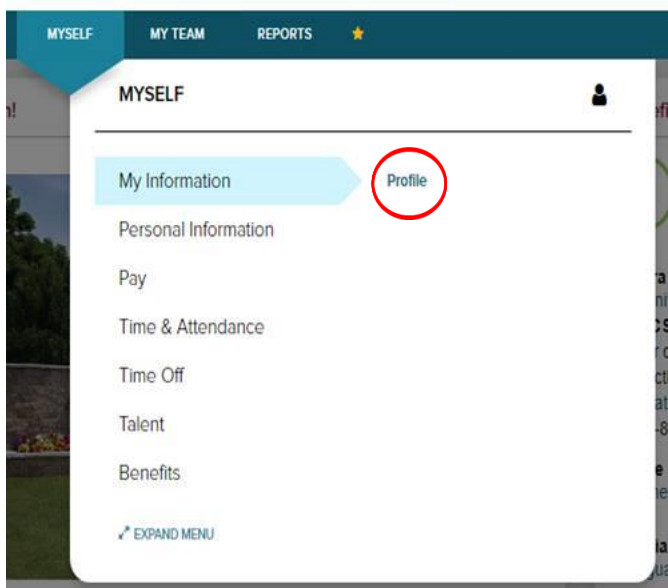
ADP WORKFORCE NOW – EMPLOYEE SELF SERVICE

INSTRUCTIONS ON HOW TO VIEW AND EDIT EDUCATION AND CREDENTIALS IN ADP

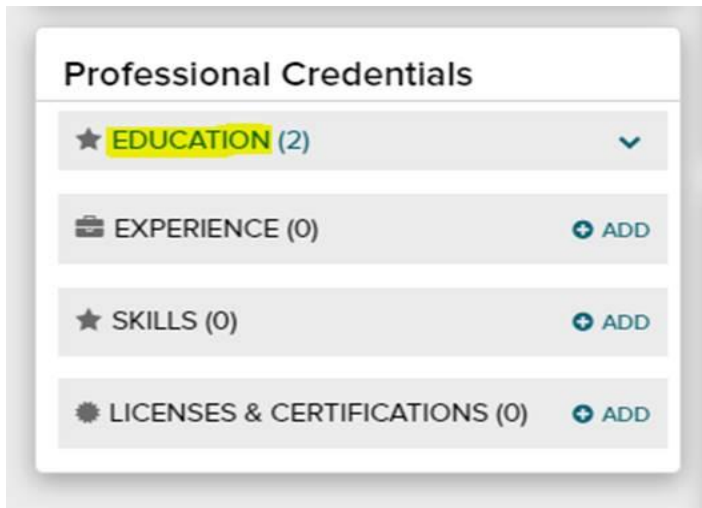
Log in to the ADP Portal through the MyDaemen Website:



Select Myself >> My Information >> Profile



Go to the Professional Credentials section. Select the drop down arrow or the ADD button to edit your Educational Profile:



Use the drop down arrow to select your degree, learning institution, major, minor, etc. Click SAVE when you are done. If your degree, institution, or major is not listed in the system, please email HR@daemen.edu with what you need added.

A screenshot of a web form titled "Add Education". At the top left is a "PROFILE" button. The form is organized into two columns. The left column contains: "Degree / Achievement Level" (dropdown), "Learning Institution" (dropdown with 'x' icon), "Major" (dropdown with 'x' icon), "Minor" (dropdown with 'x' icon), "Credit Type" (dropdown), and "Start Date" (calendar icon, placeholder "MM/DD/YYYY"). The right column contains: "Education Level" (text input), "Second Major" (dropdown with 'x' icon), "Honorary Recognition" (text input), "Credit Completed" (text input), and "Overall GPA" (text input). Below the "Estimated Completion Date" field (calendar icon, placeholder "MM/DD/YYYY") are three buttons: "CANCEL", "SAVE & ADD ANOTHER", and "SAVE".