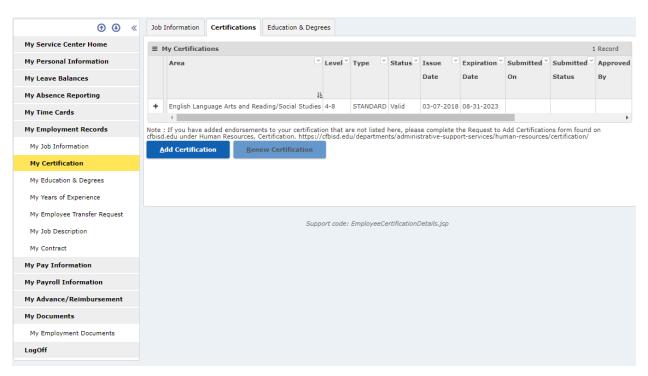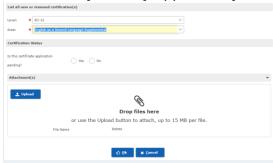# Adding Certification
to Employment Record

1. **LOG INTO THE EMPLOYEE SERVICE CENTER.**

2. On the Certifications tab, click the **Add Texas Certification** button to display the Certification Details entry fields.

3. In the List all new or renewed certification(s) panel, complete the **Level** and **Area** fields exactly as they appear on your certification.

4..In the Certification Status panel, complete the **Is this certificate application pending?** field.

If you select "*No*", complete the following additional fields:

- **Lifetime Certificate** (The default selection is "*No*".)

- **Issued:** Enter the date the certificate was issued.

- **Expiration:** Enter the date the certificate expires. If you selected "*Yes*" in the Lifetime Certificate field, the default value of the Expiration field is "*[Open]*".

3. In the Attachment(s) panel, click Upload then click the **Choose File** button and locate/select your attachment. Repeat this step as necessary for additional attachments. An attachment is required.

4. When you have finished configuring certification details, click the **OK** button to submit the certification for verification by HR Staff.