

# Updating certification information in FRONTLINE

## I am not renewing a certificate. How do I stop the email notifications?

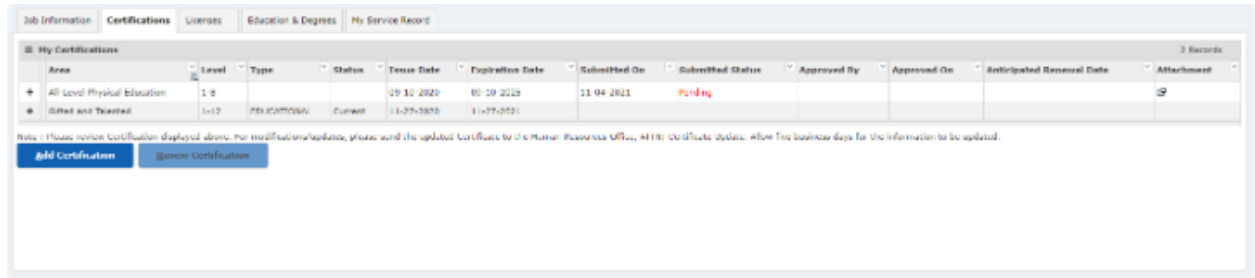
- Access the link from the notification email you received.
- Click the certification and click the **Will Not Renew** button to view the Non Renewal Reason box.

My Certifications		Area	Level	Issue Date	Expiration Date
<input type="button" value="Will Renew"/>	<input type="button" value="Will Not Renew"/>	Elementary Self-Contained	1-6	05-13-2000	11-30-2017
<input type="button" value="Will Renew"/>	<input type="button" value="Will Not Renew"/>	English as a Second Language Supplemental	PK-12	10-06-2010	11-30-2017
<input type="button" value="Will Renew"/>	<input type="button" value="Will Not Renew"/>	Generic Special Education	PK-12	07-15-2000	11-30-2017

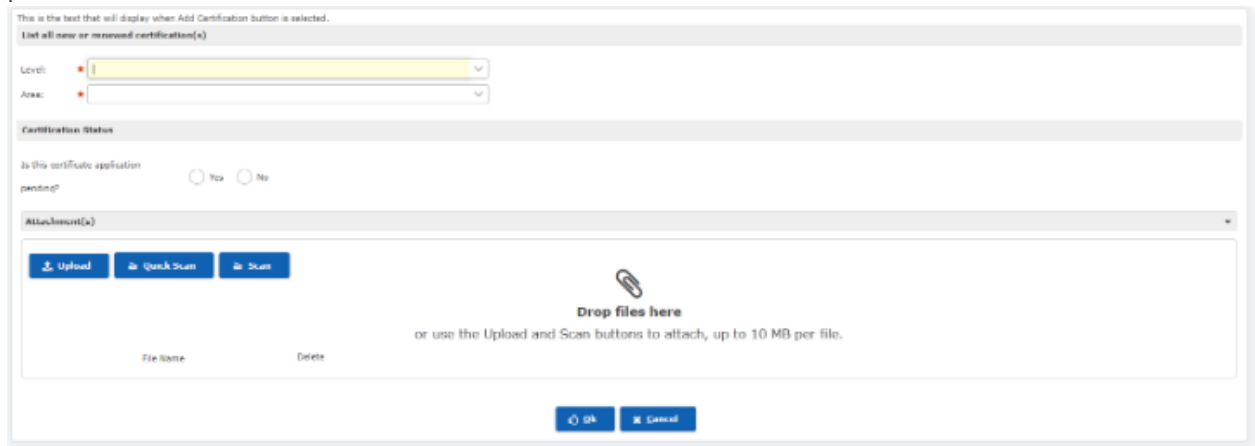
- Select the **Non Renewal Reason**. If you select "Other", enter a note about your reason in the **Notes** field.
- Click the **OK** button to record your intent in the system. You will no longer receive the Employee Certification Renewal notification for this certification.

## I have added a new certification and need to update in FRONTLINE. How do I do that?

- **LOG INTO THE EMPLOYEE SERVICE CENTER**
- To access the Certifications tab, click **My Certification** under My Employment Records on the navigation bar.



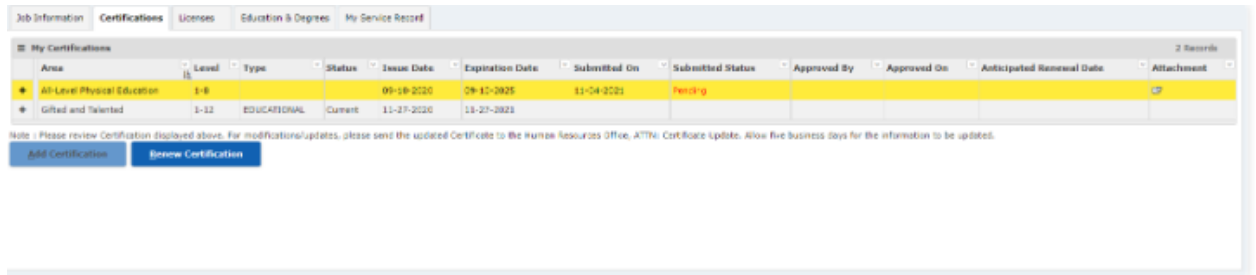
- Click the **Add Certification** button to display the Certification Detail panel.



- 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]".
- In the Attachment(s) panel, upload your attachment. Repeat this step as necessary for additional attachments.
- When you have finished configuring certification details, click the **OK** button to submit the certification for verification by HR Staff.

## ***I have renewed an expired certification. How do I updated that in FRONTLINE?***

- **LOG INTO THE EMPLOYEE SERVICE CENTER**
- To access the Certifications tab, click **My Certification** under My Employment Records on the navigation bar.
- On the Certifications tab, select the certification. The Renew Certification button becomes active.

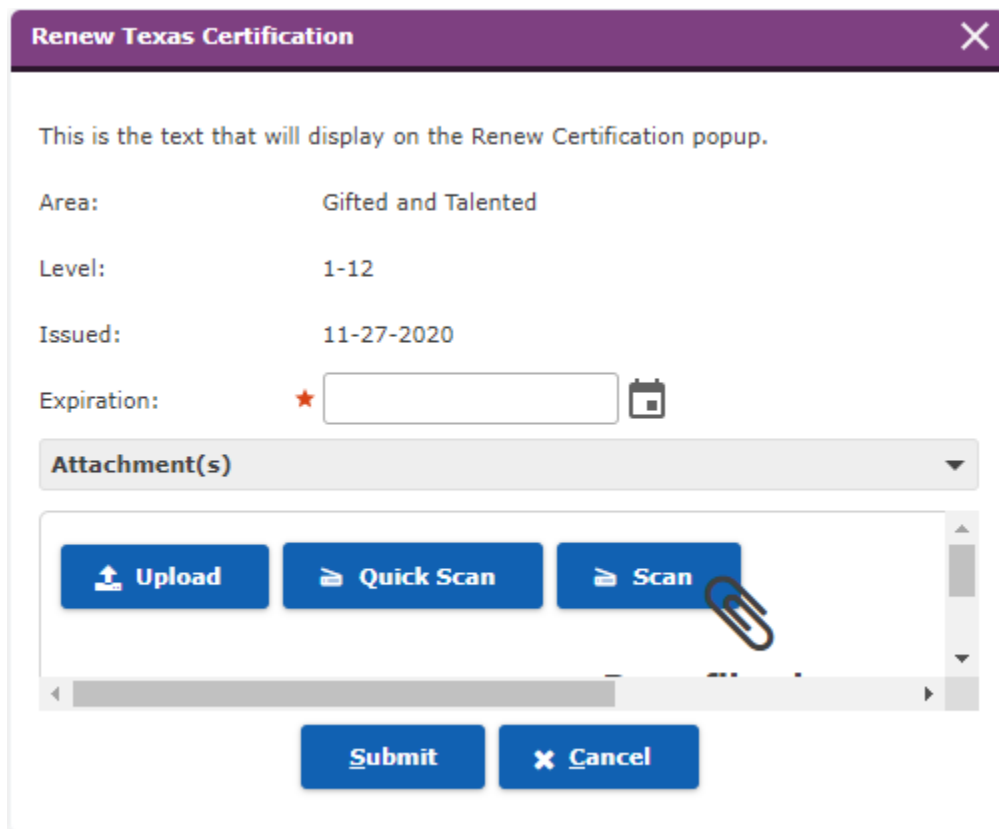


Area	Level	Type	Status	Issue Date	Expiration Date	Submitted On	Submitted Status	Approved By	Approved On	Anticipated Renewal Date	Attachment
All-Level Physical Education	1-8			09-18-2020	09-15-2025	11-04-2021	Pending				CP
Gifted and Talented	1-12	EDUCATIONAL	Current	11-27-2020	11-27-2023						

Note: Please review Certification displayed above. For modifications/updates, please send the updated Certificate to the Human Resources Office, ATTN: Certificate Update. Allow five business days for the information to be updated.

[Add Certification](#) [Renew Certification](#)

- Click the **Renew Certification** button to view the Renew Texas Certification box.
- In the **Expiration** field, enter the date the certification expires.




**Renew Texas Certification** [X]

This is the text that will display on the Renew Certification popup.


Area: Gifted and Talented

Level: 1-12

Issued: 11-27-2020

Expiration: ★  

Attachment(s) [v]

[Upload](#) [Quick Scan](#) [Scan](#) 

[Submit](#) [Cancel](#)

- In the Attachment(s) panel, upload your attachment. Repeat this step as necessary for additional attachments.
- When you have finished configuring certification details, click the **Submit** button to submit the certification for verification by HR Staff.