



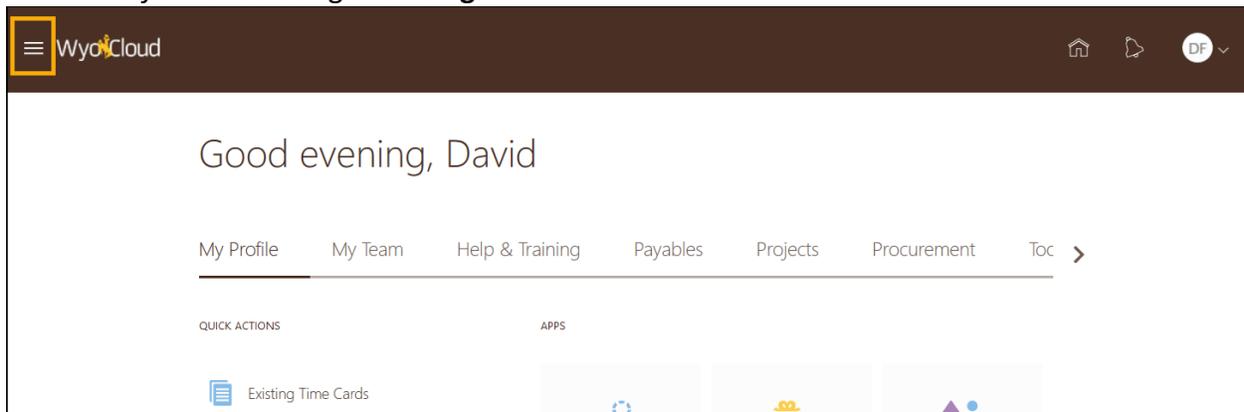
## Update Skills and Qualifications Quick Reference Guide



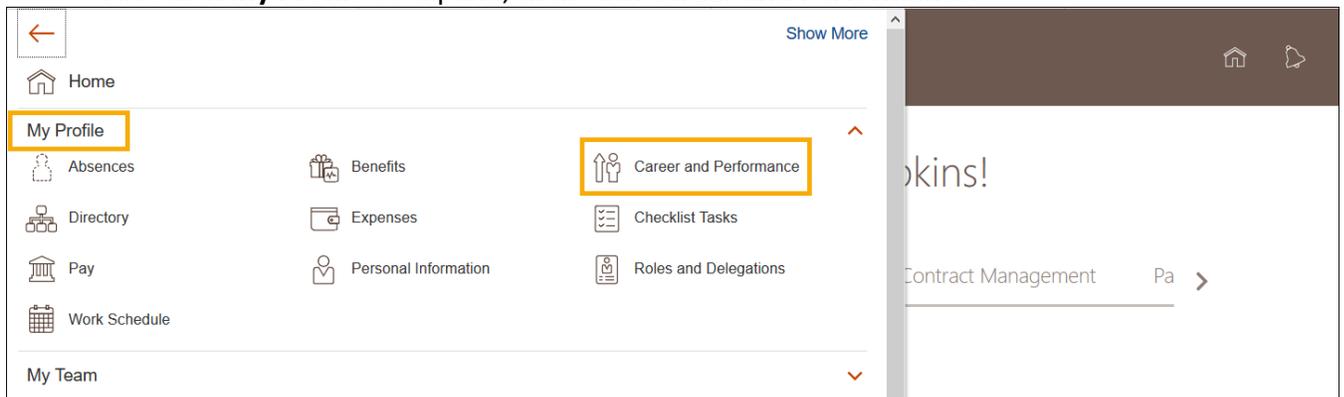
This guide details the steps for completing this process using **Employee** WyoCloud access.

### Step One

- Upon accessing the WyoCloud homepage from WyoWeb, navigate to *Career and Performance* using the **Navigator**.



- First click **My Profile** to expand, then click **Career and Performance**.





## Step Two

- From the Career and Performance page, select **Skills and Qualifications**.

 <h3>Skills and Qualifications</h3> <p>Build your talent profile by adding skills and qualifications.</p>	 <h3>Goals</h3> <p>Set and manage performance goals.</p>
 <h3>Check-Ins</h3> <p>Track check-in meetings with your manager.</p>	 <h3>Performance Evaluations</h3> <p>View performance documents and complete related tasks.</p>
 <h3>Feedback Requests</h3> <p>Provide performance feedback requested for other colleagues.</p>	 <h3>Career Development</h3> <p>View details about your development plan, career interest, and career exploration.</p>
 <h3>Career Planning</h3> <p>Manage your career by stating your objectives, listing your work preferences, and finding opportunities that match your interests.</p>	 <h3>Feedback</h3> <p>View or request feedback about yourself.</p>



- To add Skills and Qualifications, click **Edit** in the upper right corner.

A screenshot of the WyoCloud user interface. The top navigation bar is dark brown and contains the WyoCloud logo on the left, a search icon, a home icon, a star icon, a notification icon with a red "70" badge, and a user profile icon labeled "MC". Below the navigation bar, the page title "Skills and Qualifications" is displayed in white, along with the user's name "Margaux Christensen" and a circular profile picture with the initials "MC". On the right side of this section, there are three buttons: "Edit", "Print", and "Done". The "Edit" button is highlighted with a red rectangular border.

### Competencies

Role Competencies: Business Manager; Executi...

Sort By Proficiency

No data to display

- The *Edit Skills and Qualifications* page will appear.

A screenshot of the "Edit Skills and Qualifications" page for "Employee1 Testerson". The page title is "Employee1 Testerson: Edit Skills and Qualifications" and there is a "Done" button in the top right corner. A light blue banner contains the message "You can add content to create a richer profile and let others see your skills." with "Add Content" and "AttachmentsNone" options. Below this, the "Areas of Expertise" section is shown with a pencil icon and the text "No data to display."

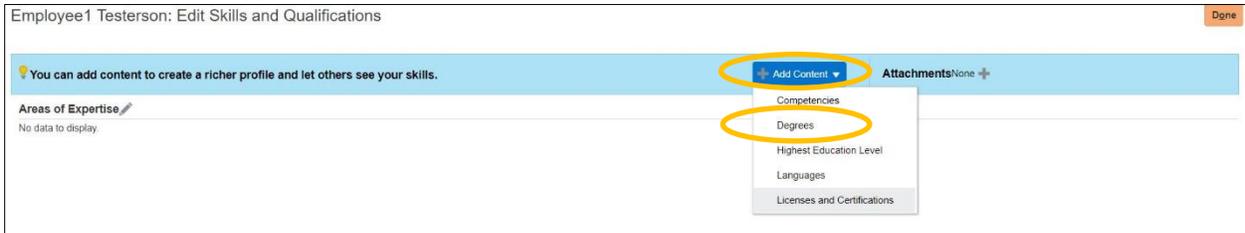


### Step Three

The first time each type of skill or qualification is added, it follows the same basic steps. To add or edit skills and qualifications previously added, skip to step five.

In this example, we will add a degree.

- Click on the **+ Add Content** drop down, and then select **Degree**.



- On the Degrees page, enter all the information in the fields provided:
  - **Name** (of the Degree that you received)
  - **Major**
  - **School**
  - **Year Acquired**

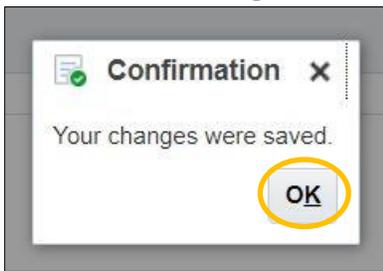


**Note:** If the name of the Degree, license or certificate you received is not available on the drop down menu contact the IT help desk and submit a ticket to have it added to HCM.

- Once all the information has been added, click **Submit**.



- After clicking **Submit**, you will receive a *Confirmation* page. Click **OK**.



- You will then be taken back to the *Skills and Qualification* page.



## Step Four

All Skills and Qualifications added require a coordinating attachment (i.e.: degree or certificate). All attachments are added at the top of the Edit Skills and Qualifications page.

- To add an attachment click on **Attachments +**.

Employee1 Testerson: Edit Skills and Qualifications Done

You can add content to create a richer profile and let others see your skills. + Add Content **Attachments** None +

**Areas of Expertise** ✎  
No data to display.

**Degrees** ✎ +  
Degrees

Name	Major	School	Year Acquired
Bachelor of Arts	Psychology	Nebraska Wesleyan University	2013

**Licenses and Certifications** ✎ +  
Licenses and Certifications

Name	Number	Renewal Required	Renewal in Progress	Expiration Date	Issue Date
American Board of Family Medicine Certifica	000000000000001	✓		11/26/2025	11/26/2018

- In the pop up window, click **Choose File** to browse for and attach the desired attachment.
- Once the file has been added, click **OK**.

**Attachments** OK Cancel

Add Attachment

**Type** \* **File Name or URL**

File ▼ Choose File No file chosen ✕

**Renewal Required** **Renewal in Progress** **Expiration Date**



## Step Five

- To update or add another attachment once one of the desired type has been added, use the plus sign and/or pencil icon. The **plus sign** is used to add additional items, the **pencil** to edit existing ones.

Employee1 Testerson: Edit Skills and Qualifications Done

You can add content to create a richer profile and let others see your skills. + Add Content Attachments:None

Areas of Expertise

No data to display.

Degree

Degrees

Name	Major	School	Year Acquired
Bachelor of Arts	Psychology	Nebraska Wesleyan University	2013

Licenses and Certification

Licenses and Certifications

Name	Number	Renewal Required	Renewal in Progress	Expiration Date	Issue Date
American Board of Family Medicine Certifica	000000000000001			11/26/2025	11/26/2018

## Step Five

- After you are done with adding all your Degrees, Licenses, Certifications, and Attachment, select the **Done** button in the upper right corner.

Employee1 Testerson: Edit Skills and Qualifications Done

You can add content to create a richer profile and let others see your skills. + Add Content Attachments:None

Areas of Expertise

No data to display.

Degrees

Degrees

Name	Major	School	Year Acquired
Bachelor of Arts	Psychology	Nebraska Wesleyan University	2013

Licenses and Certifications

Licenses and Certifications

Name	Number	Renewal Required	Renewal in Progress	Expiration Date	Issue Date
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All skills and qualifications route to your supervisor for review and approval.

**You have completed updating skills and qualifications.**