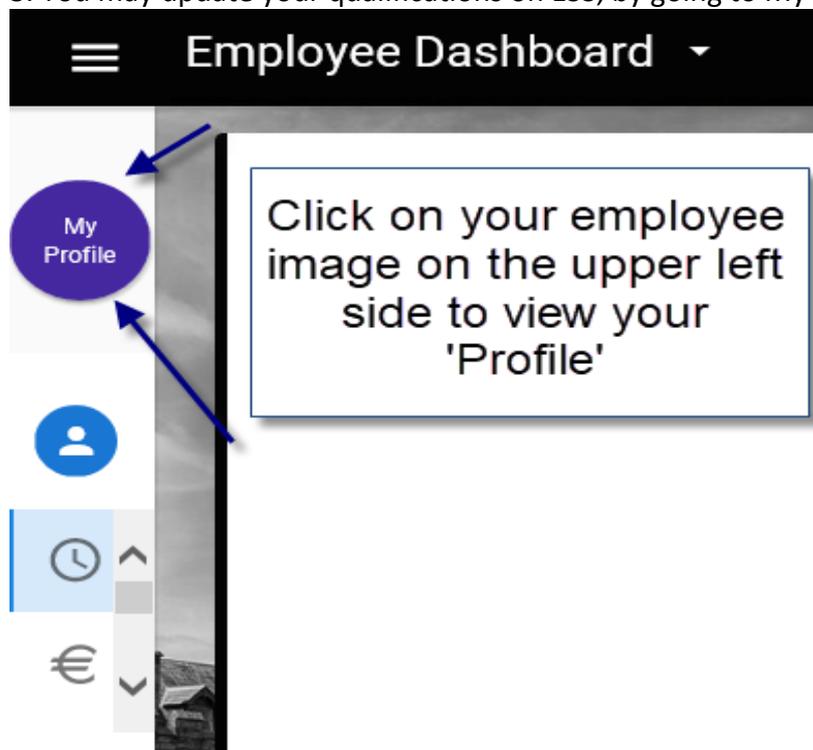
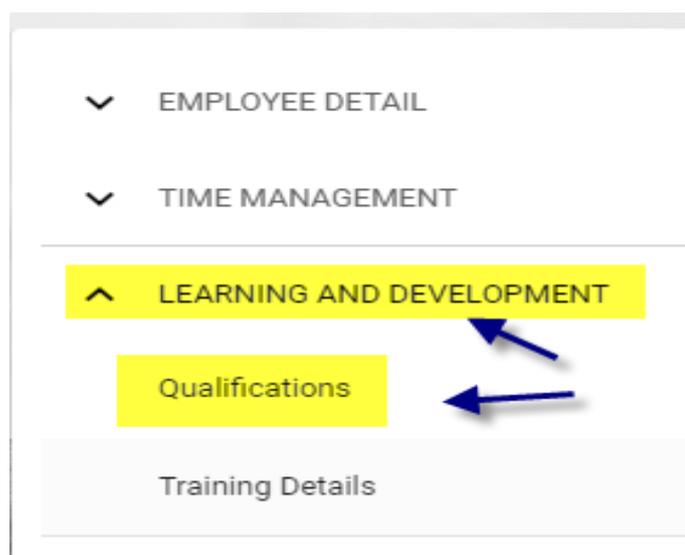


1. Type the following URL into a web browser <http://www.ucc.ie/en/ess>
2. This brings you to the main UCC Employee Self Service (ESS) webpage, click on **ESS Login** and login using your @ucc.ie login credentials
3. You may update your qualifications on ESS, by going to My Profile (the staff photo icon on ESS)



4. The My Profile screen shows a range of personal information, including Learning and Development. Expand this option and select Qualifications to view existing qualifications and add new ones to your employee record (**please note HR will request documentary evidence of same**)



5. This will show your current qualification as recorded on your employee record. To add, please select the ADD button which will open a new screen to allow additional input



## My Qualification Details

### Qualifications

Qualification	Date From	Date To
---------------	-----------	---------

6. Details are entered onscreen, using dropdown arrows to select relevant information and free text to enter institute, course name, dates, etc., once completed please select Save

Qualification\*  Level  Course Name

Result

University  Country

access PeopleXD

SAVE

7. The qualification can then be viewed under My Qualifications and is automatically added to your UCC employee record. It is possible also to edit the details or to delete the qualification from here. Select the Ellipsis located next to the qualification to view editing options.

- ▼ EMPLOYEE DETAIL
- ▼ TIME MANAGEMENT
- ▲ LEARNING AND DEVELOPMENT
- Qualifications

### My Qualification Details

Qualification	Date From	Date To	
Advanced Diploma	01-Aug-2022	03-Nov-2022	⋮
Primary Degree	01-Jan-2006	31-Jan-2006	<span style="background-color: #fff9c4; padding: 2px;">Edit</span> <span style="background-color: #fff9c4; padding: 2px;">Delete</span>

**For additional queries on your qualification record or to provide documents please contact [hrqueries@ucc.ie](mailto:hrqueries@ucc.ie)**