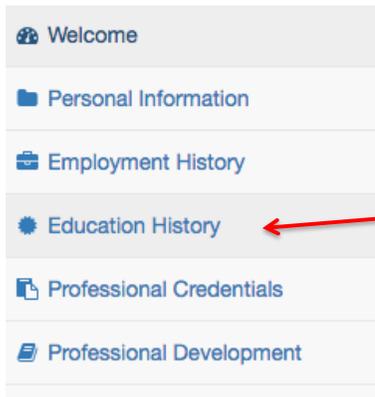




# Adding Your Education History To the Workforce Registry

V2 October 2016

To add your education history, log-in to the Workforce Registry and click Education History in the left-hand navigation bar.



In the Education History screen, click +Add Education to enter a school or degree program attended. Add your complete education history here. Include your high school education/GED, any college degrees, as well as any classes you have taken for college credit.

## Education History

Directions: Add your complete education history here. Include your high school education/GED, any college degrees, as we credit.

Education History

Show 10 entries

	Degree	Institution	Start Date	
<a href="#">Edit</a> <a href="#">Delete</a>	Bachelor of Fine Arts	University Of Rhode Island	09/01/1985	0

To add a degree or education, please complete the following fields. Required fields have an asterisk\* preceding the field name:

*If you are unsure of the exact start or end date, please enter the 1<sup>st</sup> of the month that you started or ended the program.*

- \*Degree/Education Type (select from a drop-down list of choices)
- \*Name of Educational Institution
- \*Country of Educational Institution
- \*State of Educational Institution
- \*City of Educational Institution
- \*Your major
- Your minor
- \*Start date
- \*Your current attendance status (Currently Attending, Not Graduated, Graduated)
- End date (if you are not currently attending the program)

If you are attending or attended the program utilizing a TEACH scholarship, please check the box TEACH Scholarship.

## Add Degree/Education Type

Next upload a file version of your transcript. Please note that you should submit a diploma for a GED or High School Diploma and a transcript for all higher education degree programs or courses. If you need further information about how to upload a document, please see the tip sheet called [How to Upload A Document](#).

If you do not have a file version of your transcript, you can add the courses on your transcript manually, by clicking on +Add Coursework and entering the course title and the number of credits. While we encourage you to enter all of your coursework, it is very important that, at a minimum, you enter all early childhood education and related courses.

You can add additional courses, by clicking on +Add New Course. Once you are finished adding all of your courses for that degree or education program, click on Save and Close to exit out of the coursework section.



If you do not have a file version of your transcript, you can add the courses on your transcript manually, by clicking on "Add Coursework"

Commented [k11]: Link to document.

## Add Course

Course has been deleted successfully.

Degree: High School

Institution: Midlothian High School

### Add Course

\* Course Title

\* Credits

Add New Course

Cancel

Save

Save and Close

If you make a mistake or want to delete a course, click on +Add/Edit Course under the degree that in which you want to make changes to your coursework.

Education History						
Show	10	entries				
	Degree	Institution	Start Date	End Date		
<a href="#">Edit</a>	<a href="#">Delete</a>	Master, Other	Carnegie Mellon	08/31/1995	05/21/1997	<a href="#">Add/Edit Course</a>
<a href="#">Edit</a>	<a href="#">Delete</a>	Bachelor of Science	Miami University	08/30/1986	05/13/1990	<a href="#">Add/Edit Course</a>
<a href="#">Edit</a>	<a href="#">Delete</a>	High School	Midlothian High School	09/01/1985	06/15/1986	<a href="#">Add/Edit Course</a>

Previous 1 Next

The next screen will list of the coursework you have entered to date. To delete a course, simply click the Delete button next to the course you want to delete.

Add Course			
* Course Title	* Credits		
Early Childhood Development	3.00	<a href="#">Delete</a>	
Curriculum Development	3.00	<a href="#">Delete</a>	
Women's Studies	1.00	<a href="#">Delete</a>	
<a href="#">Add New Course</a>			
Cancel	Save	Save and Close	

When you are done entering information about your degree or education, please click the Save button to save the information you have entered. If you have been successful, you will see the following screen:

## Education History

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Degree information has been successfully added.

To add additional degrees or education, click on +Add Education and repeat the process. To delete an education record, navigate to the Education History screen and click on the Delete button to the left of the record that you want to delete. A pop-up box will ask you to confirm that you want to delete the record. Click on the Delete button in the pop-up box to confirm.