

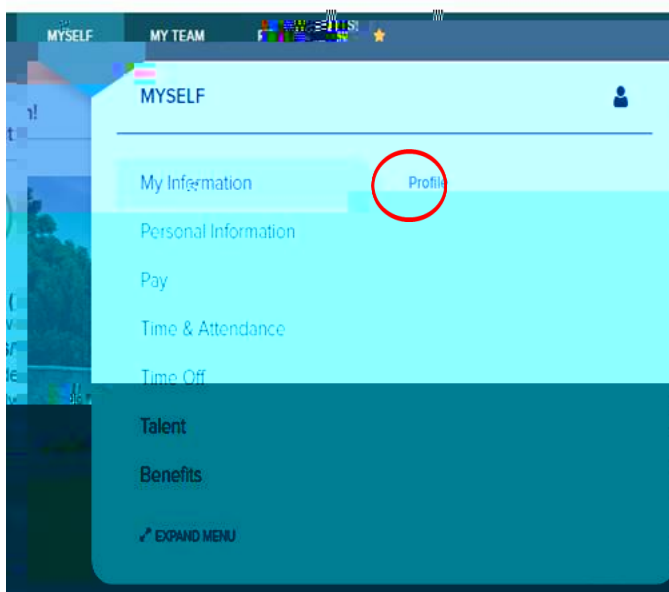
ADP WORKFORCE NOW EMPLOYEE SELF SERVICE

INSTRUCTIONS ON HOW TO VIEW AND EDIT EDUCATION AND CREDENTIALS IN ADP

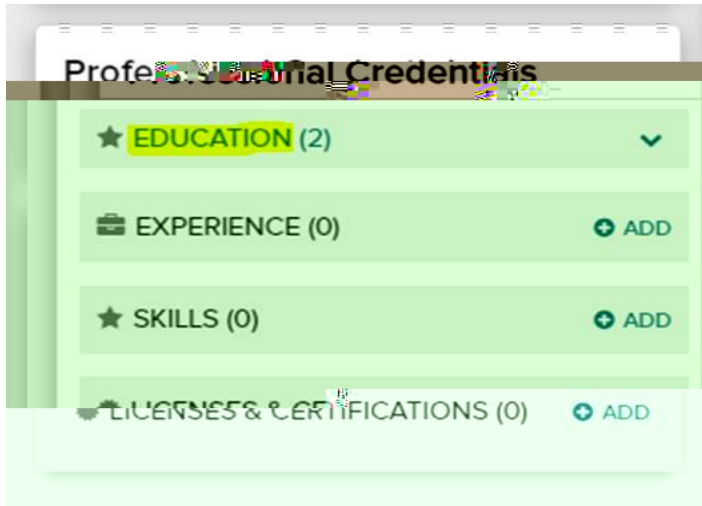
Log in to the ADP Portal through the MyDaemen Website:



Select Myself >> My Information >> Profile



Go to the Professional Credentials section. Select the drop down arrow or the ADD button to edit your Educational Profile:



Use the drop down arrow to select your degree, learning institution, major, minor, etc. Click SAVE when you are done. If your degree, institution, or major is not listed in the system, please email HR@daemen.edu with what you need added.

