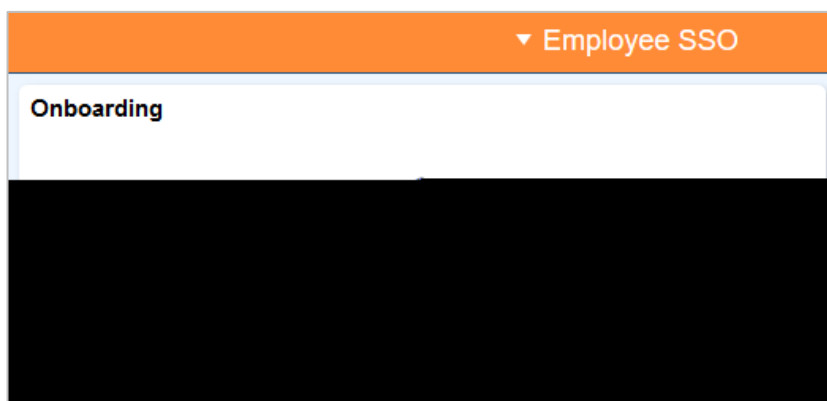




Onboarding – Add Qualification details in CAPS

Introduction

This guide describes how to add or update education qualifications obtained from Other Australian or Overseas Institutes. For all qualifications obtained through The University of Adelaide post 1985, the information will be auto-populated in the system. For pre-1985 UoA qualifications, please contact the HR

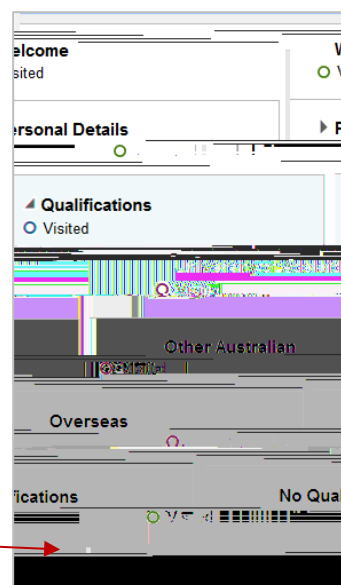


2. Click on **Qualifications**.

Depending on where you received your qualification you will need to complete the relevant section.

If your qualification was obtained through The University of Adelaide (post 1985), the information will be auto-populated in the system.

If you have no formal qualifications you will need to complete the **No Qualifications** sections.



Other Australian / Overseas

The process for adding qualifications from other Australian or Overseas institutions is the same.

- 1.** Choose the relevant

4. Review the information in the box and click **Save**.

No Qualifications

This section will need to be complete if you do not have any qualifications or you have a University of Adelaide qualification which is not displayed in the system and have emailed the HR Service Centre to get your records updated