



Update School and Degree Information

Navigation: **Main Menu > Core-CT HRMS > Self Service > Learning and Development > My Current Profile**

OR

Main Menu > Self Service > Personal Information > Personal Information Summary > Actions > Development > View My Current Profile

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Note: There are two invalid places that employees have tried to use to view or enter their information, so please be aware that these will not provide you the ability to update your school or degree information:

- 1. Main Menu > Core-CT HRMS > Self Service > Learning and Development > Education (you will receive an error that you are not authorized to view this screen)*
- 2. Main Menu > Core-CT HRMS > Self Service > Personal Information > Personal Information Summary (the field you will see here for **Highest Education Level** is not utilized by UConn in Core-CT)*