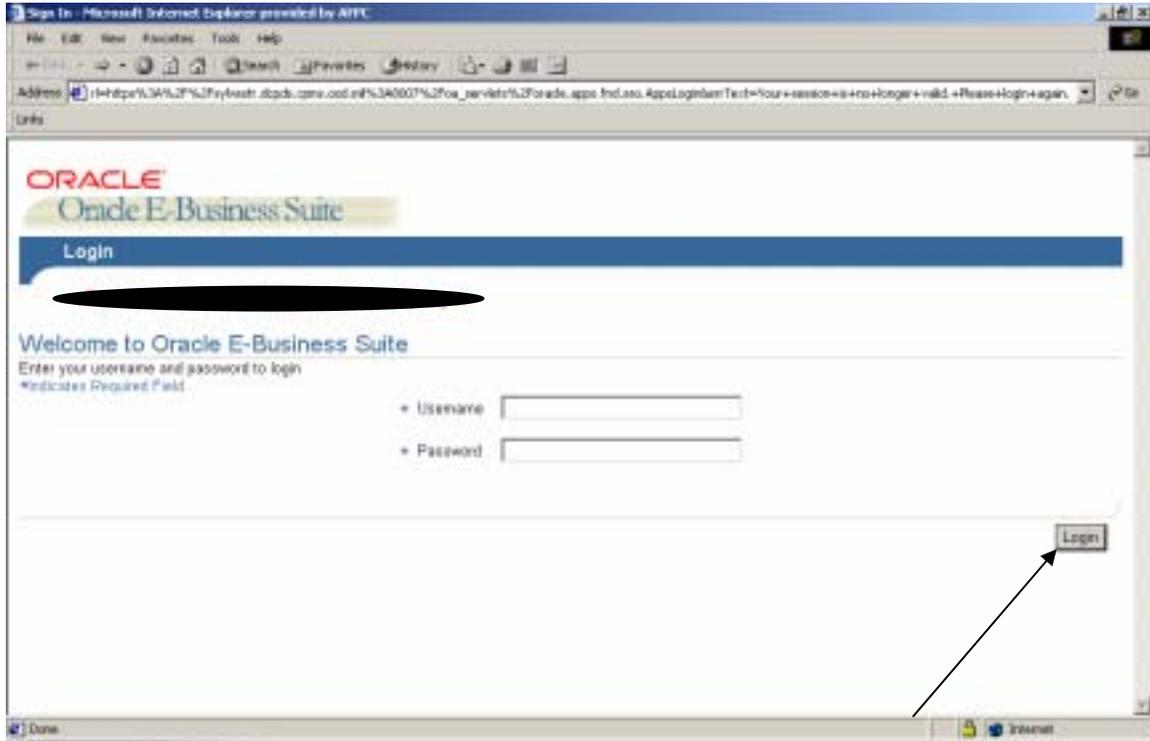# UPDATING ACQUISITION CERTIFICATIONS IN DCPDS
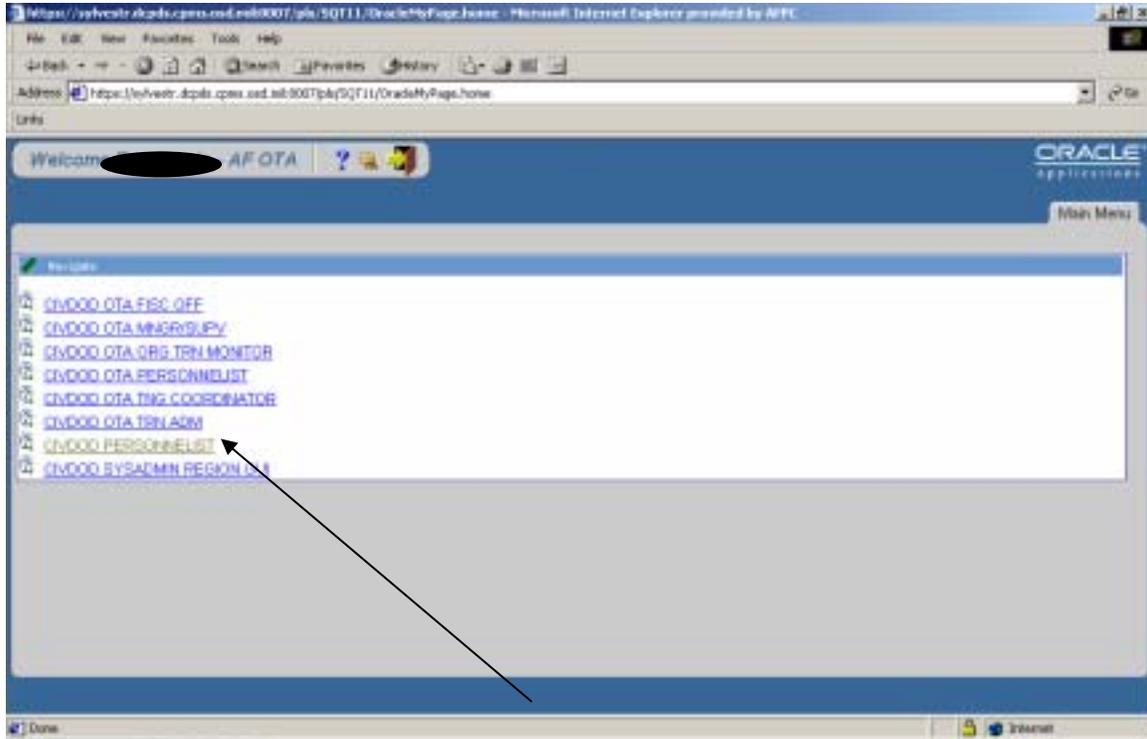

LOG IN TO: HR, ORACLE 11i

Type your: Username
            Password

Click on: Login

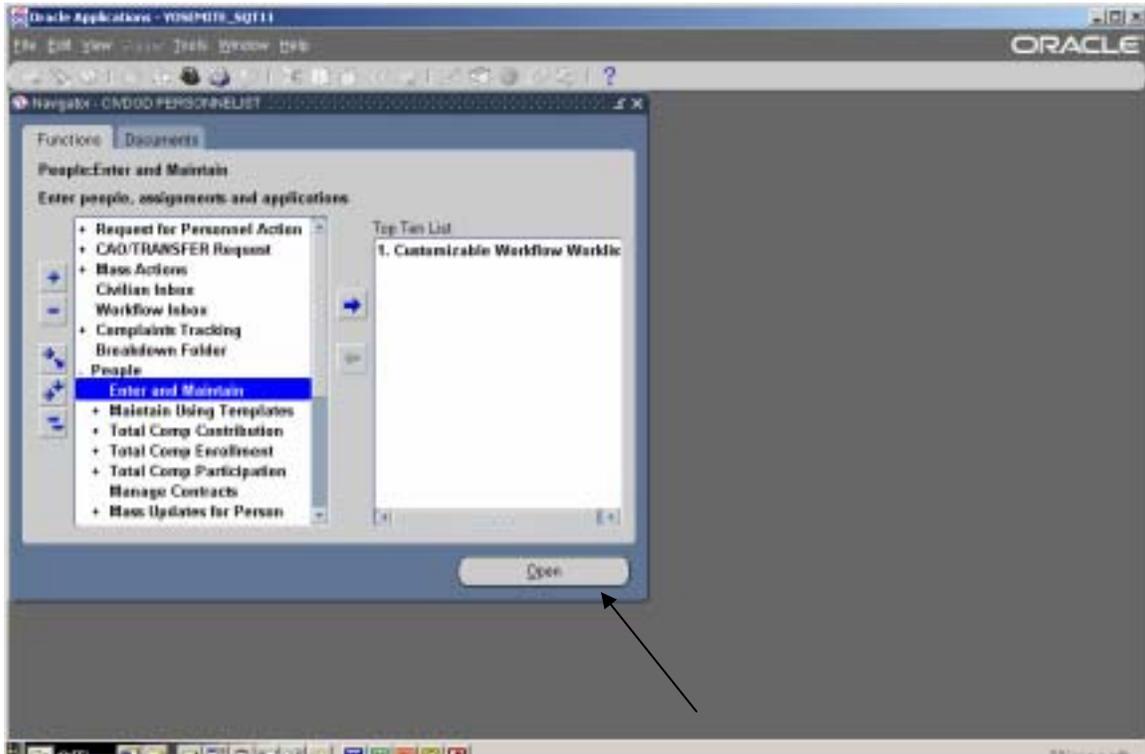**UPDATING ACQUISITION CERTIFICATIONS IN DCPDS**

SELECT YOUR RESPONSIBILITY ROLE:

TO UPDATE ACQUISITION CERTIFICATIONS, PLEASE CLICK ON <u>CIVDOD PERSONNELIST</u>

(NOTE: Updating Acquisition Certifications cannot be accessed via CIVDOD OTA PERSONNELIST responsibility)

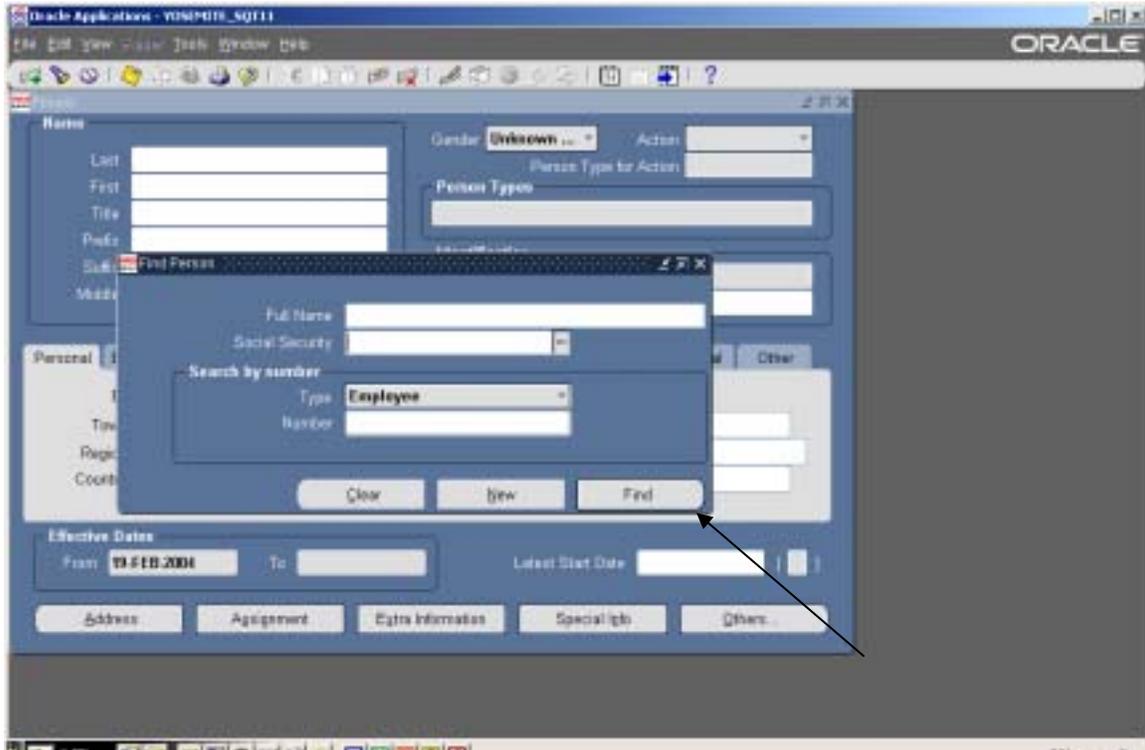**UPDATING ACQUISITION CERTIFICATIONS IN DCPDS**

YOU ARE NOW IN THE CIVDOD PERSONNELIST ROLE!

Double-click on People—Enter and Maintain will pop up, double-click on Enter and Maintain or, click on Open.

This will prompt you to the Find Person screen.

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Enter either the employee's last name followed by an "%" or the Social Security (SSAN) in the Social Security box. Use the format XXX-XX-XXXX (include dashes). Using the SSAN is a much faster process.
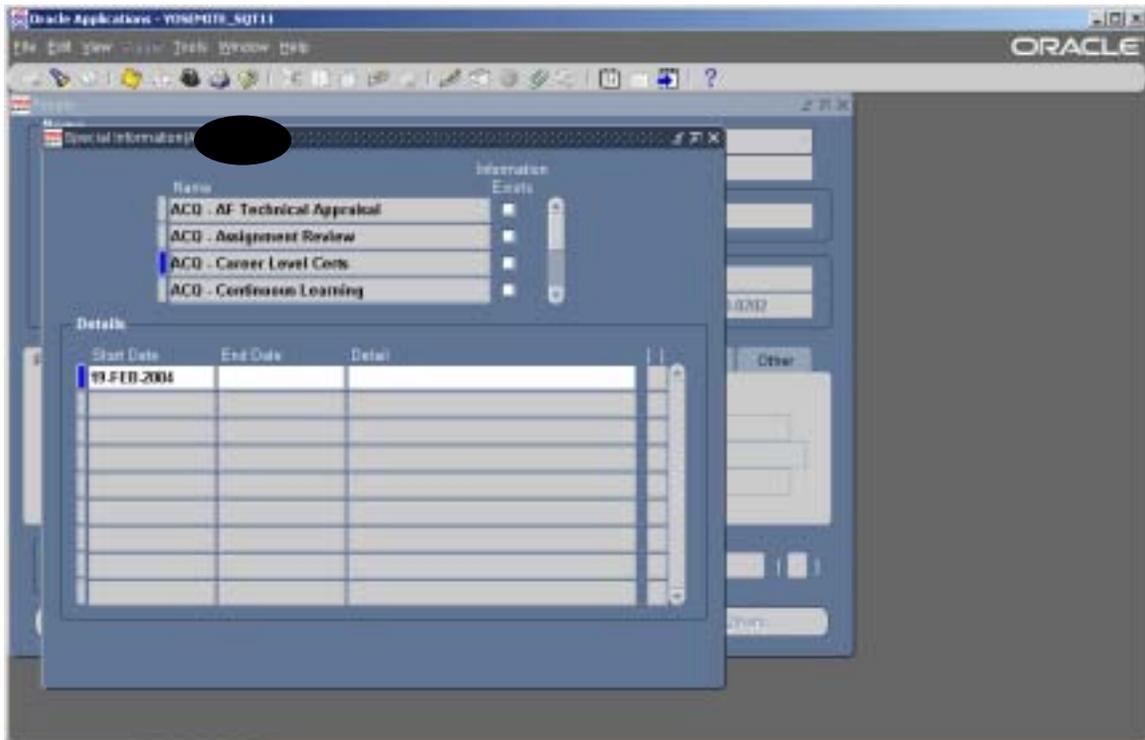
Click on Find.

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You are now in the PEOPLE window. This window displays the employee's personal information.
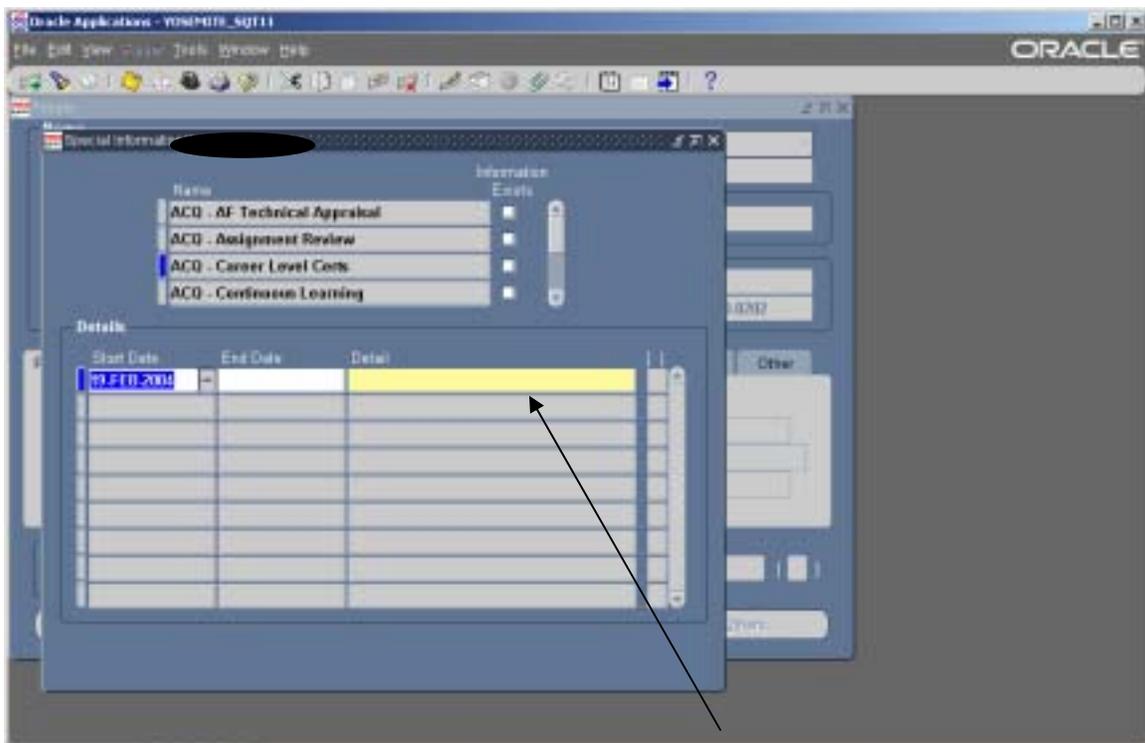
Click on Special Info.

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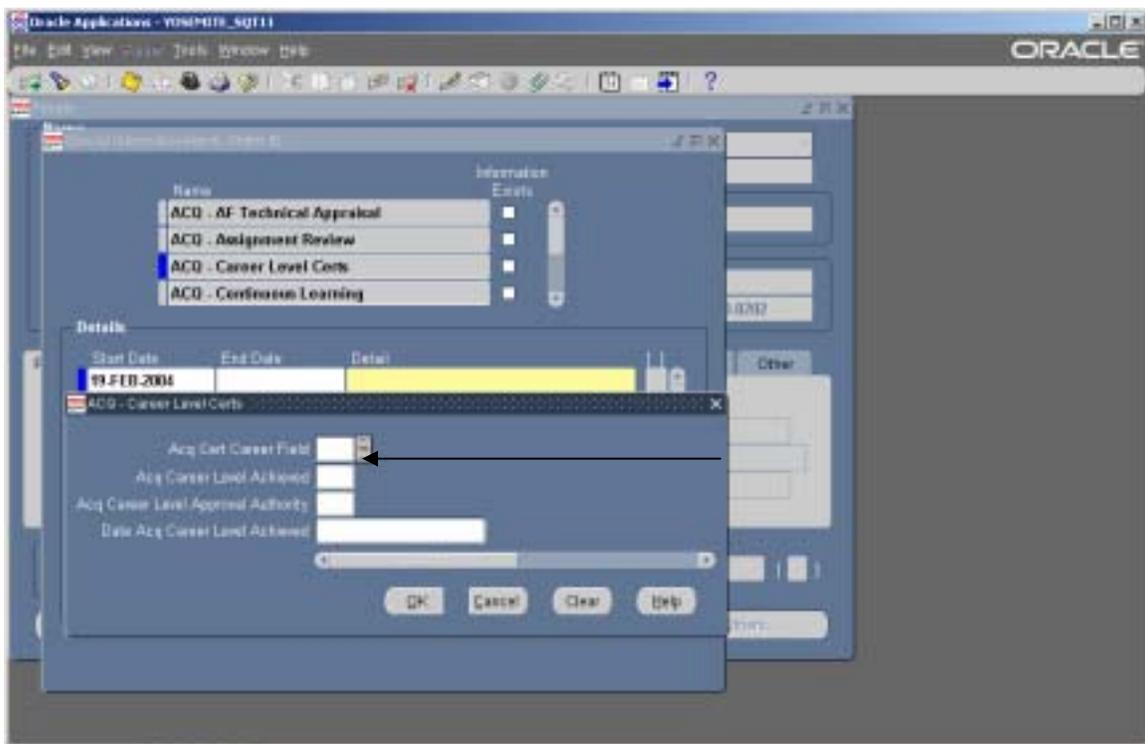**You are now in the Special Information Window.**

This window has the majority of the Acquisition Information.
Bring your cursor down to <u>ACQ – Career Level Certs.</u>

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Click on entry line under Detail.

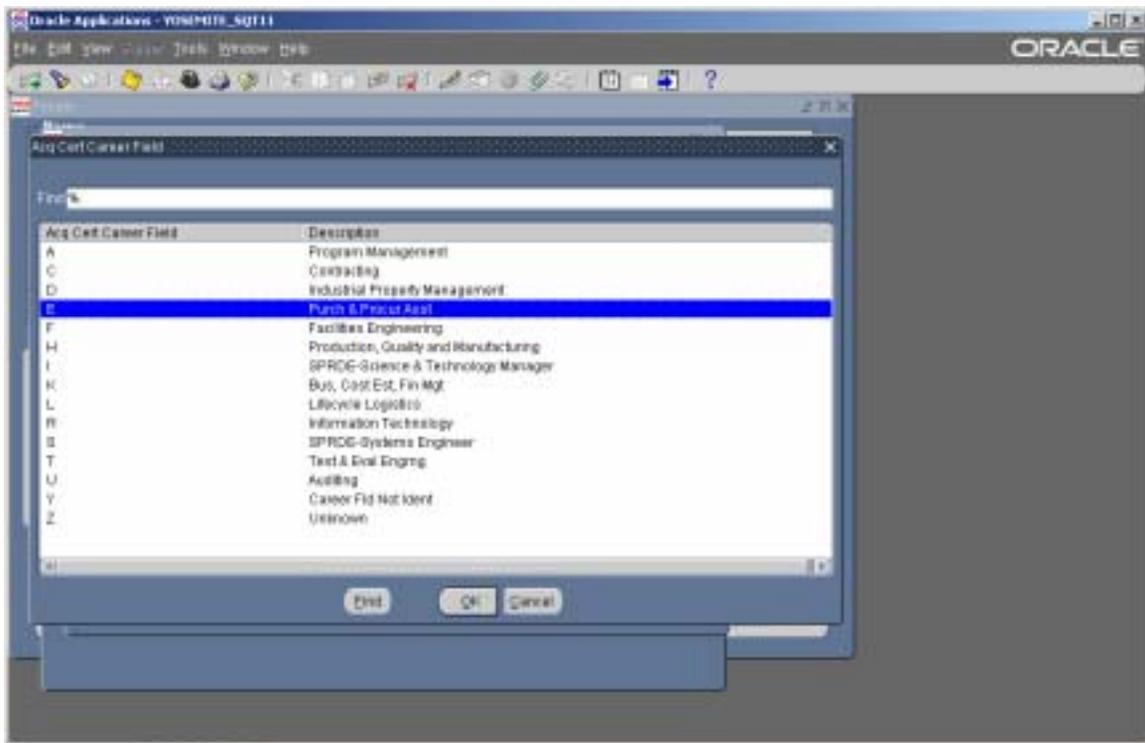**UPDATING ACQUISITION CERTIFICATIONS IN DCPDS**

After clicking on Detail, it will provide you with the Acq-Career Level Certs Data Descriptive Flexfield (DDF).

NOTE: The List of Values (LOV) button is located to the right of each field in the DDF.

A gray box with dots on it. (See where arrow is pointing.)

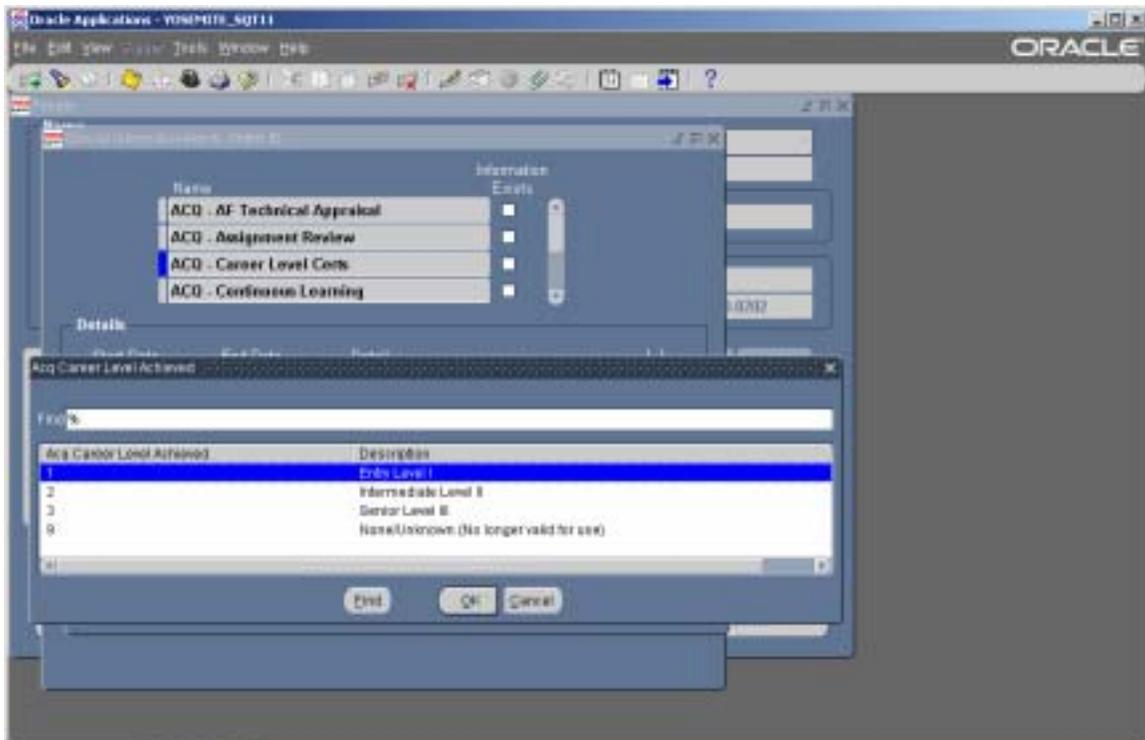**UPDATING ACQUISITION CERTIFICATIONS IN DCPDS**

After pressing LOV button, you will get a listing of all the Acq Cert Career Fields.

You click on the appropriate one according to the certificate you must update.

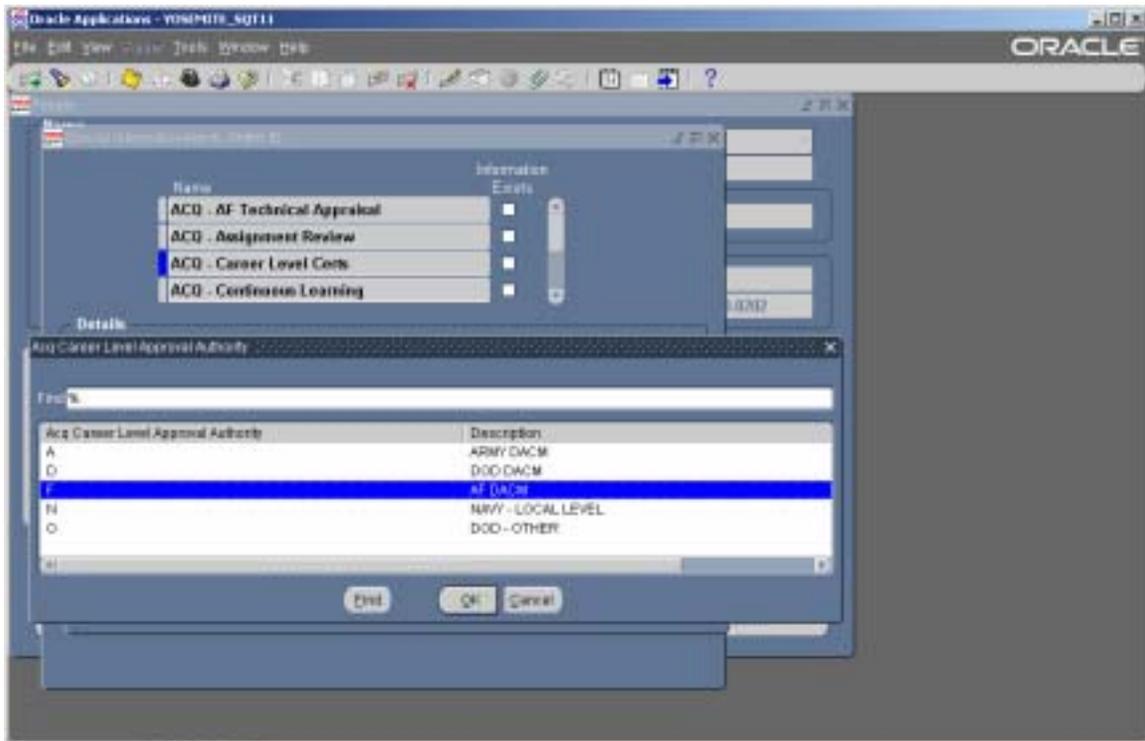**NOTE: THIS AREA CHANGED FROM "3" CHARACTERS TO ONLY "1".**

UPDATING ACQUISITION CERTIFICATIONS IN DCPDS

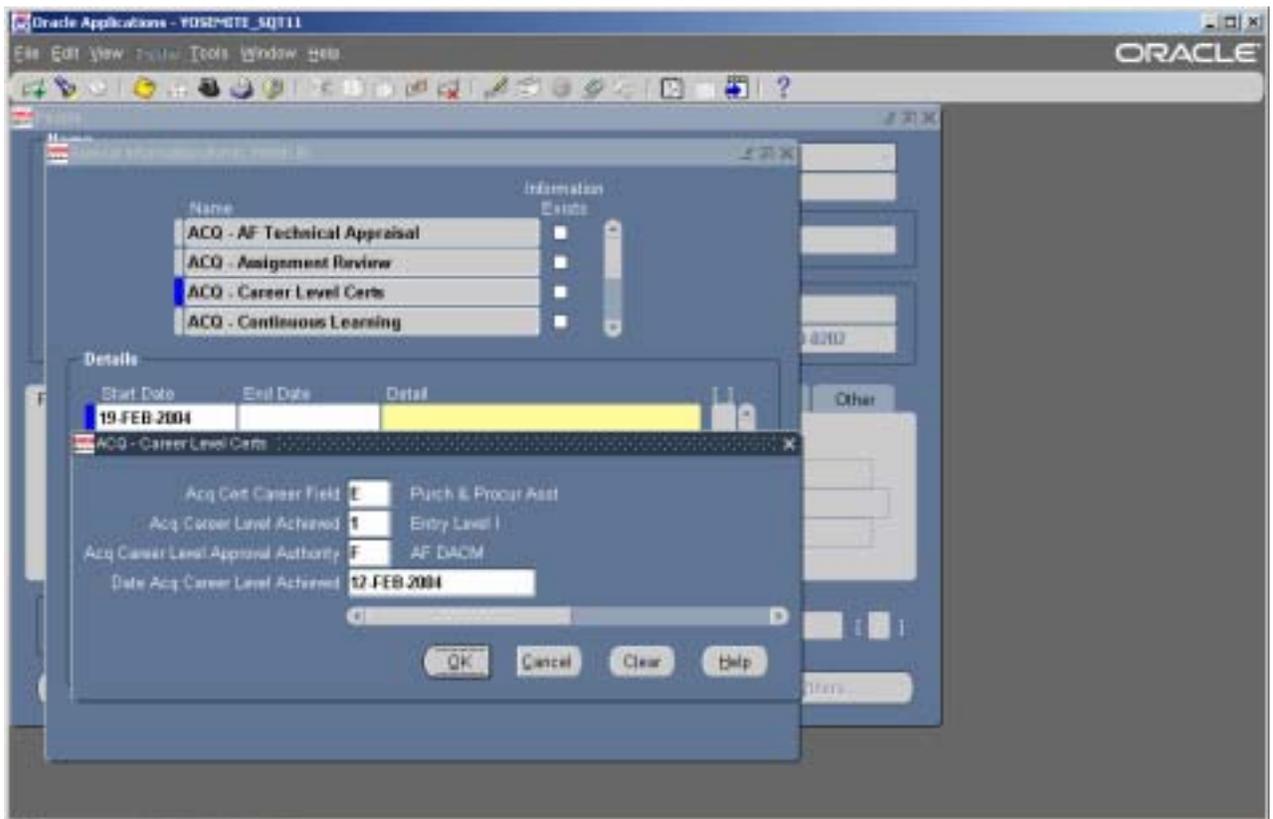**The next LOV is for the Acq Career Level Achieved.**

Click on appropriate level.

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Next Data entry to fill in.
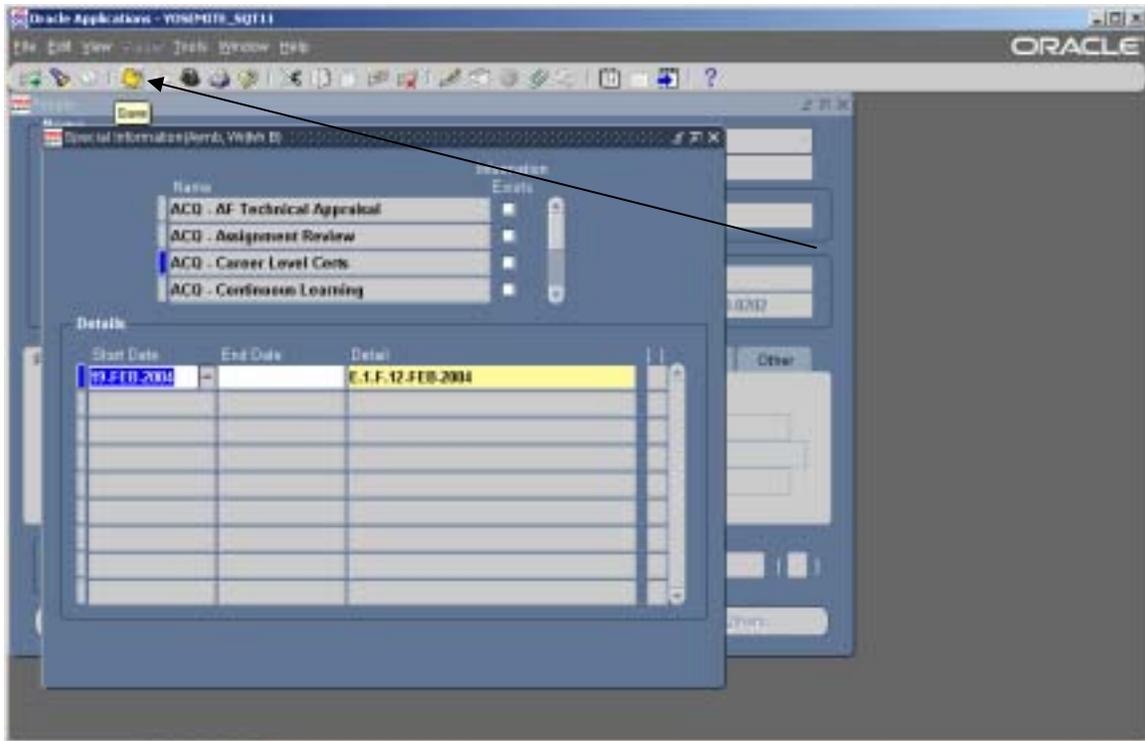
This will be an "F", for Air Force.

UPDATING ACQUISITION CERTIFICATIONS IN DCPDS

Next data entry is the date. Self-explanatory.

Verify all data is in, now click OK!

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After clicking OK, you are back to the Special Information Window—click on "SAVE".

This is your yellow box (left side) on tool box. This will save your entry.

Normally, you will get a notice stating your record has been saved, sometimes it doesn't.

The updated information will show under "Detail".

Congratulations!   You have successfully completed your Acquisition Certification update!!!