Instructions for completing the Education Update Form for Faculty:

Login to BUworks and access the Education Update form through Manager Self Service [MSS] or Payroll Coordinator.
Step 1: Click on Personnel Actions
Step 2: Click on the department of choice
Step 3: Highlight the faculty member’s record you want to update
Step 4: Click on Select Form.

- From the list of options in Select Form, click on Education Update Form
In case you have highlighted a record that pertains to an additional assignment for an employee, you may see the following message. This form allows additions and modifications only to an employee’s primary assignment.

If you have selected on an employee’s primary assignment, a list of the Current Education/Awards will be displayed on the screen. Click on the drop-down list next to “Please select the type of data to update:”. Click on a suitable option from Education/Awards, CIP Codes, Memberships and Accreditation.

**Creating/Modifying/Deleting Education Related Data:**

- If you want to add education/award information click on Create.
• Click on dropdown lists next to Educational Establishment, Degree/Award, Branch of Study 1, Branch of Study 2 (if applicable) and Institution’s Country/State and Name. The Institution’s Code will populate automatically in the corresponding field. Enter the Date the degree was obtained in the Date column.

• You may create additional records for education or awards by clicking on the create button. Once, you have completed adding the needed information, click on Review button.

• If you need to continue working on the form, click on Submit and Return. You will get a confirmation that your changes have been submitted and be able to view the newly added record. If you need to exit the form, click on Submit and Exit. The Back button allows you to return to the Review Step. The Exit button allows you exit the form without saving any information.

• If you want to CHANGE the Education related data, click on Change.

• Highlight the row that you need to change and update the information. A pencil icon appears on the left corner of the highlighted record for display purpose. Move between the fields by clicking on the tab key.
• Click on **Review**. If you want to exit without affecting any change, click on **EXIT**. On the next screen, click on **Submit and Exit**. If you want to stay in the form in order to perform further actions such as adding further detail in the Education section or CIP Codes/Memberships/Accreditation information, click on **Submit and Return**.

• If you want to **DELETE** one or more record(s), highlight the record(s) and click on **Delete**. A trash can icon appears on the left corner of the highlighted record just to indicate that the record is marked for deletion.

<table>
<thead>
<tr>
<th>Create</th>
<th>Change</th>
<th>Delete</th>
<th>Restore</th>
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• Click on **Review**. If you want to exit without affecting any change, click on **EXIT**. On the next screen, click on **Submit and Exit**. If you want to stay in the form in order to perform further actions such as adding further detail in the Education section or CIP Codes/Memberships/Accreditation information, click on **Submit and Return**.

• If after making a change, you want to cancel the change, click on **Restore**.

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CIP Codes:

- To add CIP Codes, highlight **CIPCodes in the Update data for:** dropdown list. Click on **Create** to add CIP Codes. Only two CIP Codes are allowed: a Primary and a Secondary CIP Code.

- Let’s say that you are creating a CIP Primary code. Click on **CIP Primary Code Type.** Highlight the option CIP Primary Code. Then click on **Create.**
From the CIP codes in drop down list, choose the row containing appropriate CIP Code Family, CIP Code group, CIP Code Subgroup, CIP Code title, Valid From & Valid To dates. The system adds a default date of 12/31/9999 if you leave a Valid To date: as blank. Click on Review.
• If there are no errors, click on **Submit and Exit** or **Submit and Return** if you would like to create a secondary CIP code OR to update other data related to Education, Memberships or Accreditation.

• If you want to **CHANGE** the CIPCode related data, click on **Change**.

• Highlight the row that you need to change and update the information. A pencil icon appears on the left corner of the highlighted record for display purpose. Move between the fields by clicking on the tab key.

• If you want to **DELETE** one or more CIPCodes, highlight the record(s) and click on **Delete**. A trash can icon appears on the left corner of the highlighted record just to indicate that the record is marked for deletion.

• Click on **Review**. If you want to exit without affecting any change, click on **EXIT**. On the next screen, click on **Submit and Exit**. If you want to stay in the form in order to
perform further actions such as adding further detail in the Education section or CIP Codes/Memberships/Accreditation information, click on **Submit and Return**.

- If after making a change, you want to cancel the change, click on **Restore**.

**Memberships:**

To add membership related information, click on **Create**.

- Choose a Center Name from the drop down list. The Center Code will appear automatically. Enter Valid From and Valid To Dates. If needed, add more records by clicking on **Create** button. Click on **Review**.
- If you do not see valid membership option in the dropdown list, contact HRIS (HROM@bu.edu) and request for data to be added.
- If there are no errors, click on **Submit and Exit** or **Submit and Return** if you would like to update other data related to Education, CIP codes or Accreditation.
- To change memberships, highlight an existing record and click on **Change**. Update the necessary details. Click on **Review**. If there are no errors, click on **Submit and Exit** or **Submit and Return** if you would like to create a secondary CIP code OR to update other data related to Education, Memberships or Accreditation.
To delete memberships, highlight an existing record and click on **Delete**. Update the necessary details. Click on **Review**. If there are no errors, click on **Submit and Exit** or **Submit and Return** if you would like to create a secondary CIP code OR to update other data related to Education, Memberships or Accreditation.

If after making a change, you want to cancel the change, click on **Restore**.

**Accreditation:**

To add accreditation record, click on **Create** and choose a school/college from the dropdown list. The Accreditation Inst. Class and Specialty appear automatically in the corresponding fields. Enter Valid From and Valid To Dates. Click on **Review**. If there are no errors, click on **Submit and Exit** or **Submit and Return** if you would like to update other data related to Education, Memberships or CIP Codes.

To change accreditation, highlight an existing record and click on **Change**. Update the necessary details. Click on **Review**. If there are no errors, click on **Submit and Exit** or **Submit and Return** if you would like to create a secondary CIP code OR to update other data related to Education, Memberships or CIP codes.
To delete accreditations, highlight an existing record and click on Delete. Update the necessary details. Click on Review. If there are no errors, click on Submit and Exit or Submit and Return if you would like to create a CIP code OR to update other data related to Education, Memberships or Accreditation.

If after making a change, you want to cancel the change, click on Restore.

Congratulations. You have successfully completed maintaining the Education Update Form.