

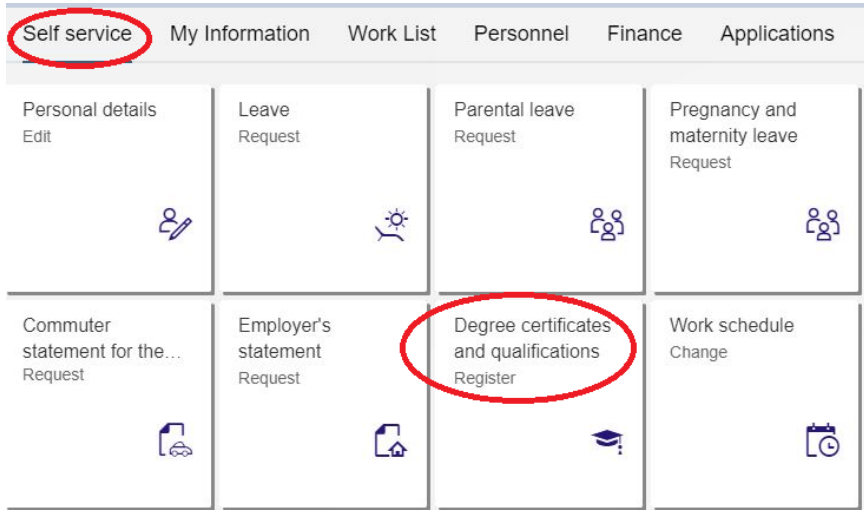
# Manual

## Register degree certificates and educational qualifications

Below you can read how to register degree certificates, diploma's and educational qualifications in the DSPE. After processing you will receive a confirmation by email. The documents will be added to your digital personnel file.

Log in to the [DSPE](#) using your AUAS ID.

### Step 1



Under the Self-Service tab, select the correct tile.

### Step 2

The image shows a screenshot of the 'Diplomas and certificates' registration form. It has two sections: 'Registered diplomas' and 'Add a new diploma'. Both sections have a table with the following columns: 'Level', 'Institute/location', 'Degree obtain...', 'Location', and 'Validated'. The 'Registered diplomas' section shows one empty row. The 'Add a new diploma' section shows one empty row with a dropdown menu under 'Level', a calendar icon under 'Degree obtain...', and a green plus icon to the right. There is also a red minus icon at the bottom right of the form.

If there are any registered documents they will be shown in the upper lines.

Now you can add a new diploma (or several, if you press the green icon, a new line will appear).

### Step 3

▼ **Attachments (0 )**

Add attachment (only P... :

Add the certificate(s) as an attachment. You can use the dropdown to select the correct file.

#### **Step 4**

**Register degree certificates and educational qualifications**

In the upper right corner, click on Check before sending the form.

The form will now be forwarded to the HR department for advice and a check.