

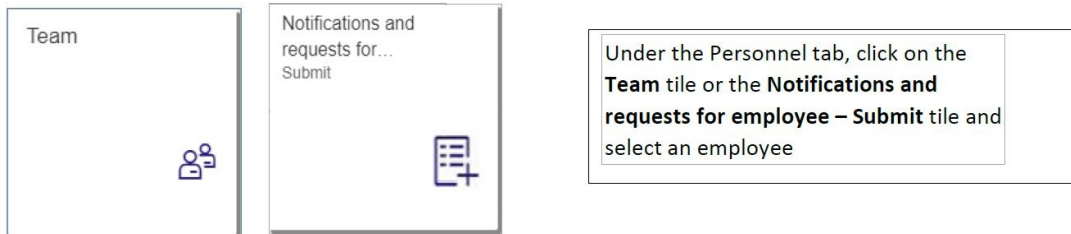
Manual

Register degree certificates and educational qualifications

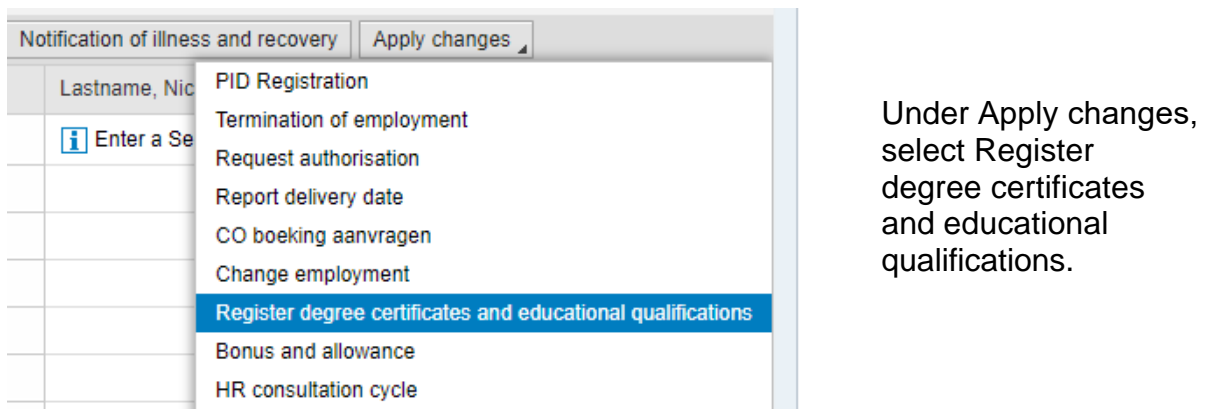
Below you can read how to register degree certificates, diploma's and educational qualifications in the DSPE. After processing you will receive a confirmation by email. The documents will be added to the employee's digital personnel file.

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

Step 1



Step 2



Step 3

The screenshot shows a form titled 'Diplomas and certificates'. It has two sections: 'Registered diplomas' and 'Add a new diploma'. Both sections have columns for 'Level', 'Institute/location', 'Degree obtain...', 'Location', and 'Validated'. The 'Validated' column contains a checkbox. In the 'Add a new diploma' section, there is a green plus icon and a red minus icon on the right side.

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 4

▼ **Attachments (0)**

Add attachment (only P... : ▼

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

Step 5

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.