

Student Employment Management System (SEMS) Certification Submission – Student User Guide

(Last Revision: 7/20/17)

Overview:

Prospective and current student employees can submit and manage employment certifications and trainings that may be associated with their position.

Getting Started:

Sign in using your **Purdue Career Account**:
<https://www.purdue.edu/studentemployment/Account/Login>

User Note: Non-Purdue student employees must use their Purdue Career Account to access SEMS employment management features

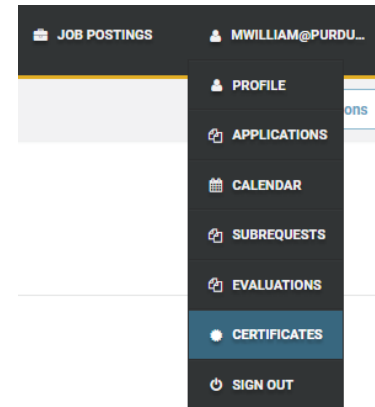


Note: Chrome or Firefox are preferred browsers. Internet Explorer may not be compatible

Certificate Management:

View Certificates & Assignments


- 1) Hover over username, select “Certificates” from drop down display
- 2) View certificates and assignments









Add Assigned Certificate

1) In “Certificates,” select  to add an assigned certificate

Account > Certificates + Add Certificate

View All **2** Not Approved **2** Expired **0** Search: 

CERTIFICATION	ASSIGNMENT	ASSIGNED BY	CERTIFICATE STATUS	CERTIFICATE DOCUMENT	CERTIFICATE EXPIRATION	ACTIONS
 HIPAA - WebCert	Required	Personal Trainer	 Assigned	None	None	
 Personal Training Certification - Varies	Required	Personal Trainer	 Assigned	None		

Select to submit evidence or edit an existing certification

- 2) Select “Choose File” to upload a PDF or image
- 3) Input certificate expiration date
- 4) Select “Save” to complete action

Account > Certificates > + Add Certificate

Certification
Personal Training Certification - Varies

📘 Certification Details

Owner	Varies
Training URL	None
Document required?	Yes

*** Certificate Document**
Upload a single PDF or image file.
 No file chosen

*** Certificate Expiration Date**
MM/DD/YYYY

Add Open/Unassigned Certificate




1) In “Certificates,” select





Do not use this method if a certification or training has been assigned and appears in your summary view.

- 2) Use pick list to select a certification to add
- 3) Select “Choose File” to upload a PDF or image
- 4) Input certificate expiration date
- 5) Select “Save” to complete action

 Account >  Certificates >  Add Certificate

*** Certification**

-- Select Certification --

Certificate Document
Upload a single PDF or image file.

No file chosen

*** Certificate Expiration Date**
MM/DD/YYYY

 Save

Important Reminders:

- WebCert certificate status automatically loads. No action is necessary to submit these certificates.
- Certificate status will change upon manager review and action.
- Consult with your supervisor regarding process to complete certifications or trainings that do not require evidence. (e.g., attendance based, etc.)



Expired Certificates

A system notification is sent 30 days before a certificate is set to expire and at expiration. When the expiration date for a certificate has passed, the status will change to “Expired”. If necessary, new evidence must be submitted to renew the certificate.

Report problems or unexpected behavior to the Site Administrator at studentemploymenthelp@purdue.edu