

How Do I Add an Honor or Award to My Talent Profile?

Navigation

1. Log into OneUSG Connect.
2. From **Employee Self Service**, click the **Degrees & Certificates** tile.
3. On the **Talent Profile** page, click the **Honors and Awards** menu item.
4. If no honors and awards are currently listed, click the **Add** button.
Otherwise, click the **Add (+)** icon in the **Honors and Awards** section.
5. Enter the following information:
 - a. **Effective Date**: Enter or select, using the Calendar icon, the effective date for the honor or award.
 - b. **Honor or Award**: Click the **Look Up** icon in the Honor or Award field. Locate the **Honor or Award** and select it. If you do not see the Honor or Award listed, contact the Shared Services Center to have it added to the list.
 - c. **Grantor**: Enter the **Grantor** of the honor/award.
6. Click the **Save** button.

