

## Self-Reporting: Credentials & Licenses

1. The message board will display credentials and licenses that are expiring within 60 days. You will be reminded daily and can update your credential and license information during this time.
  - a. Credentials that require a YES or No answer must be completed to access your schedule.

Welcome, Nikki Schwartz, RPh. There are new messages for you. Click on "Reviewed" button(s).  
 If you're not Nikki Schwartz, RPh click here.

Auto Select and Review ALL

Select Check boxes for  Reviewed

**Credentials Status**  
 Diabetes Care Pharmacist expires in 13 Days on 03-31-21 - Check for classes/renewals  Reviewed

**License Status**  
 Your  OK License 58421638 expires in 13 Days on 03-31-21  Update  Remind Me Later

**Update Profile Messages** **Unlisted** Check unlisted box if do not want to display your information on the Directory tab to your co-workers.  
 Your cell phone messaging service in schedule360 database is 4054011571@txt.att.net. If you want to change this info Please enter your new messaging service number: 4054011571 @ AT&T Wireless  Update

**Update Credentials**

Please confirm your CPR status. Expiration Date: 02-28-22	<input type="checkbox"/>	Yes	No
Please confirm your Naloxone Training Completion status.	<input type="checkbox"/>	Yes	No
Please confirm your NPI status. ID Number: 65462	<input type="checkbox"/>	Yes	No
Please confirm your Immunization Certificate status.	<input type="checkbox"/>	Yes	No
Please confirm your Diabetes Care Pharmacist status.	<input type="checkbox"/>	Yes	No

2. You must update all required fields, such as, ID numbers to submit updated information.
3. If you click Remind Me Later, you will receive the reminder the next day.

Welcome, Nikki Schwartz, RPh. There are new messages for you. Click on "Reviewed" button(s).  
 If you're not Nikki Schwartz, RPh click here.

apps.schedule360.com says  
 Please enter ID number

Auto Select and Review ALL

Select Check boxes for  Reviewed

**Credentials Status**  
 Diabetes Care Pharmacist expires in 13 Days on 03-31-21 - Check for classes/renewals  Reviewed

**License Status**  
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**Update Credentials**

Please confirm your CPR status. Expiration Date: 02-28-22	<input type="checkbox"/>	Yes	No
Please confirm your Naloxone Training Completion status.	<input type="checkbox"/>	Yes	No
Please confirm your NPI status. ID Number:	<input type="checkbox"/>	Yes	No
Please confirm your Immunization Certificate status.	<input type="checkbox"/>	Yes	No
Please confirm your Diabetes Care Pharmacist status.	<input type="checkbox"/>	Yes	No

- Once a license or credential has been expired for two weeks you will no longer have the option to update the information and access to your login will be limited to your message board. You will need to contact your scheduling team to have your information entered and your Schedule360 access restored.

Welcome, Jennifer Smith, RPh. There are new messages for you. Click on "Reviewed" button(s).  
 If you're not Jennifer Smith, RPh click here.

Your user account for Schedule360 has been temporarily halted due to your expired credential / license in EXPIRED status.  
 See your manager/supervisor to reactivate your login and user account.

**Credentials Status**

CPR	123456	expires in 4 Days on (mm-dd-yy)	02-20-21	- Check for classes/renewals
Immunization 2020	123456	expires in 4 Days on (mm-dd-yy)	02-20-21	- Check for classes/renewals

**License Status**

Your MA License 84635256 expired on (mm-dd-yy) 02-01-21

- You can use the Credentials tab to update your credential information at any time.

Calendar Schedules Messages Profile Vacation User Acct Directory Enter Requests All Locations License **Credentials** Extra Shifts

Herman, Anne

Credentials/Certifications	Completed	Expiration Date (MM-DD-YY)	ID Number	Application/Attendance (MM-DD-YY)	Modified by	Modified on	Update
CPR	✓	03-01-21	54213600		AA208786BB	02/15/21 04:07 pm EST	Update
Immunization 2020	✓	03-01-21	542165		AA208786BB	02/15/21 04:08 pm EST	Update

- The License tab allows you to update existing licenses and Add New License information.

Calendar Schedules Messages Profile Vacation User Acct Directory Enter Requests Posted Shifts All Locations **License** Credentials Recurring Sets Tech Scheduling Extra Shifts

Schwartz, Nikki

State	License No	License Expiration Date (MM-DD-YY)	Select as Primary State	Modified by	Modified on	Update
OK	58421638	03-31-21	<input type="checkbox"/>	TSA	03/11/21 10:41 am EST	Update

- After clicking the Add New License link a blank license record will appear. Complete all fields and click update to enter the new information.

Calendar Schedules Messages Profile Vacation User Acct Directory Enter Requests Posted Shifts All Locations **License** Credentials Recurring Sets Tech Scheduling Extra Shifts

Schwartz, Nikki

State	License No	License Expiration Date (MM-DD-YY)	Select as Primary State	Modified by	Modified on	Update
OK	58421638	03-31-21	<input type="checkbox"/>	TSA	03/11/21 10:41 am EST	Update
			<input type="checkbox"/>			Update

- Your entry will display with a timestamp. You may edit this information at any time.

Calendar Schedules Messages Profile Vacation User Acct Directory Enter Requests Posted Shifts All Locations **License** Credentials Recurring Sets Tech Scheduling Extra Shifts

Schwartz, Nikki

State	License No	License Expiration Date (MM-DD-YY)	Select as Primary State	Modified by	Modified on	Update
NJ	87456925	03-31-22	<input type="checkbox"/>	AA208813BB	03/18/21 02:19 pm EST	Update
NY	58421638	03-31-21	<input type="checkbox"/>	AA208813BB	03/18/21 02:19 pm EST	Update