

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.

If you're not Nikki Schwartze, RPh <u>click nere</u> .		
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Select C	heck boxes for	Review a
redentials Status		
Jiabetes Care Pharmacist expires in 13 Days on 03-31-21 - Check for classes/renewals	Rev	riewed
icense Status		
Aur OK License 54/21638 expires in 13 Days on 03-31-21	U	Jpdate
	Remind Me	e Later
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Image:	Update Yes Yes Yes	No No No
Image:	Update Yes Yes Yes Yes	No No No 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 Schwartze, RPh. There are new messages for you. Click on "Revi If you're not Nikki Schwartze, RPh <u>click here</u> .	apps.schedule360.com says Please enter ID number OK	Auto	Select and Re	view ALL
		Select Chr	eck boxes for R	teview all
Credentials Status				
Diabetes Care Pharmacist expires in 13 Days on 03-31-21 - Check for classes/renewals	ş		Revi	ewed
License Status Your OK License 58421638 expires in 13 Days on 03-31-21			Uţ	odate
Update Profile Messages Unlisted Check unlisted box if do not want to display	your information on the Directory tab to your co-workers.		Remind Me	Later
Update Profile Messages Unitated, Check unlisted box if do not want to display Your cell phone messaging service in schedule360 database is 4064011571@txtatt.net Unlisted Cell phone text messaging is occassionally used by management to notify you of specia Posted on 03-15-21 TISET	y your information on the Directory tab to your co-workers. I if you want to change this info Please enter your new messaging service nur I incentive shifts, e.g. overtime, that you are qualified to work. Any nominal cha	nber: 4054011571 @ AT&T Wireless v rges from your cell phone carrier will be your responsibility.	Remind Me	
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4. 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.

If you're not Jenn	nifer Smith, RPh	click here.	
		Your user a	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 Da	ays on (mm-dd-yy) 02-20-21	Check for classes/renewals
Immunization 2020	123456	expires in 4 Days on (mm-dd-yy) 0	2-20-21 - Check for classes/renewals
License Status			
Your MA Licen	ise 84635256	expired on (mm-dd-yy) 02-01-2	
		1	

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

Calendar S	Schedules 🚽	Message	s Profile 🚽	Vacation 🚽	User Acct 🚽	Directory	Enter Requests 🗸	All Locations	License	Credent
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				Cri	edentials/Cert	ifications				
Credentials/	/Certifications	Completed	Expiration Date (MM-DD-Y)	n) ID Nu	mber App	lication/Attend (MM-DD-YY)	Modified by	Modified o	'n	
CPR		2	03-01-21	5421360	0		AA208786BB	02/15/21 04:07	pm EST	Update

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

										LOG
Calenda	r Schedules 🗸	Messages	Profile 🚽 Va	acation 🚽	User Acct -	Directory	Enter Requests 🗸	Posted Shi	ifts 🗸 All Locations License Credentials Recurring Sets Tech Scheduling Extra Shifts	
Schwart	ze, Nikki									
				_					T	
		Licenses				Add N	lew License			
State	License N	lo Licen	se Expiration Da	ate Sel	ect as Modi	fied by	Modified on		•	
			(1010-00-11)	Films	ly State					

7. 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 🚽 🕷	lessages	Profile 🚽 V	/acation 🚽	User Acct 🗸	Directory	Enter Requests 🗸	Posted Shi	ifts 🚽 All Locati	ons License	Credentials	Recurring Sets	Tech Schedulin	ng Extra Shifts
Schwartze	, Nikki													
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	Li	icenses				Add N	lew License							
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ОК	58421638	0	3-31-21		TSA	03/1	1/21 10:41 am EST	Update						
								Update						

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

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Cal	ondar	Schedules 🚽 🛚	lessage	s Profile 🗸	Vaca	ntion 🚽 Us	ser Acct 🚽 L	Directory	Enter Reques	its 👻	Posted Shift	s 🚽 All Locations	License	Credentials	Recurring Sets	Tech Scheduli	ng Extra Shifts
Sch	wartze	, Nikki															
			icenses					Add Ne	w License								
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N	Y	58421638		03-31-21			AA208813	3BB 03/18	3/21 02:19 pm E	EST	Update						