

# How to Guide – Update your PhD Status



THE UNIVERSITY OF  
**NOTRE DAME**  
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## Quick Reference Guide (QRG) to be used for training purposes

### For Sessional Talent Profile Updating

This guide will demonstrate how you update your PhD status on Our People Hub.

[CONTINUE](#)

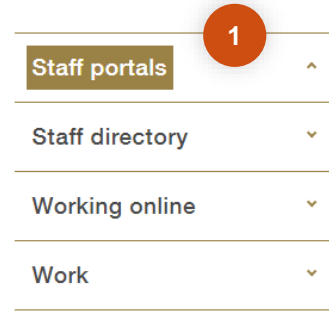


# How to Access your Talent Profile



To access your Talent Profile:

1. Visit the [UNDA Staff Portals](#) page and click on the **PeopleSoft** tile.
2. Click on the **Our People Hub** tile.
3. Enter your **Staff ID** and **Password**.
4. Click on **Talent Profile**.



Staff portals

Information Technology and th  
Find out more about the IT change fi

Peoplesoft

PeopleSoft

Access

To access the system follow the links below and log in with your Staff ID and password.

2

Our People Hub

Employee and Manager Self Service Access



The Navigation is as follows  
[Staff Portals](#) > PeopleSoft  
tile > Our People Hub Tile >  
Talent Profile

ORACLE® PeopleSoft

User ID  
|

Password

Select a Language  
English

Sign In

Enable Screen Reader Mode

4



# How to Update your PhD Status



Once in the Talent Profile page

1. Click on the **Degrees Tab** on the left drop down menu.
2. Click on the **Plus (+) Button** icon to add a new degree.
3. Insert your **Qualification** information.
  - E.g., If you have a **PhD**, find the Degrees text box insert PhD and under Major/Minor code enter your area of study and complete the remaining fields.
4. Click on the **Continue Button** to confirm and submit to your manager for approval.
5. After entering your information, **Email a Copy** of your qualification to [People & Culture](#) and copy your manager for approval purposes, this will then be added to your Personal Details and Employee File.

Employee Self Service Talent Profile

Education

- School Education 0
- Degrees 1**
- Areas of Study 0

Qualifications

Responsibilities

Degrees

+ 2

Degree	Major Code	Edit/View
Masters	Information Systems	>

Cancel Degrees Continue 4

3

\*Date Acquired 17/01/2023

\*Degree

Major Code

\*Status Active

Country

State

School Code

School Description

Major Description

Minor Code

Minor Description

Average Grade

GPA

Graduated

Year Acquired

Terminal Degree for Discipline

Educator

# Got a question?



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Sessional, first point of contact, please refer to your relevant **Faculty Manager** or **Director**

- Faculty of Medicine, Nursing, Midwifery and Health: **Yvette Maloney**
- Faculty of Arts, Sciences, Law & Business: **Michelle Cosgrave**
- Faculty of Education, Philosophy & Theology: **Jan Dunphy**
- Director for Pathways: **Helen Rogers**

General Casual, first point of contact, please refer to **Bianca Petrovski**, Resource Manager

Second point of contact will be **P&C** email them on [p&c@nd.edu.au](mailto:p&c@nd.edu.au)