



## My Details: Highest Qualification Held

Applicable to the following Staff Groups:


- ✓ University of Nottingham staff

This contains details of the Highest Qualification you hold.

- Once submitted, any change made will be reflected in your Human Resources record immediately.

### How Do I Submit a Change to this Data?

1. Select the Highest Qualification Held by clicking on the down arrow at the end of the field:



2. Check that the details you have entered are correct.
3. Click 'Submit' (bottom, right) to submit your change. This will be reflected in your MyView record immediately: