



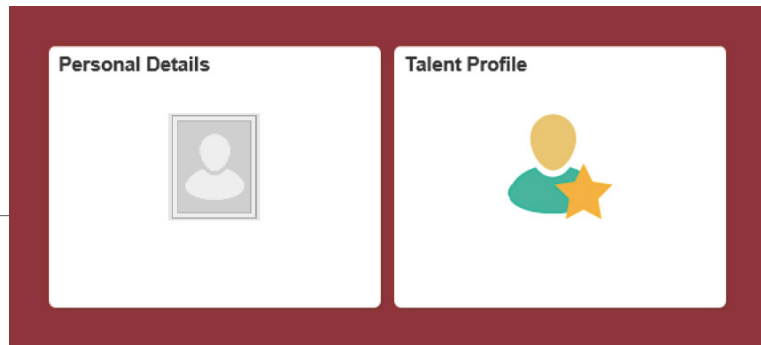
# South Carolina

## Affiliate Self Service Quick Reference

This summary highlights features and functions that Affiliates can use in the HCM PeopleSoft system.

**To access your personal details in PeopleSoft HCM, navigate to <https://hcm.ps.sc.edu>.**

When you log in to the system as an Affiliate, you will arrive at a web page that displays two Self Service options (or “tiles”): **Personal Details** and **Talent Profile**.



### PERSONAL DETAILS

#### Addresses and Contact Details

- Review and update your information as needed.

#### Emergency Contacts

- **Enter emergency contact information**, and keep it up to date. Follow the on-screen prompts, providing required fields and making selections from the drop-down menus. If you have two or more emergency contacts, the system will prompt you to indicate your “preferred” contact.

### TALENT PROFILE

#### Education

- **View and edit an existing entry.** Click on a row to expand/view and edit current information.
- **Please Note:** If you need to make a change to your major or degree, you will need to delete the current entry and add a new one.
- **Add an entry** by clicking the + button to create a new row, then click the row and enter the new information.

Employee Self Service		Talent Profile	
Education	Degrees		
	+		
Degree	Major Code	Edit/View	
Bachelor of Science	Accounting and Finance	>	
Master's MA,MS,MFA,MBA,LLM,SP	Business Admin & Mgmt, Gen	>	