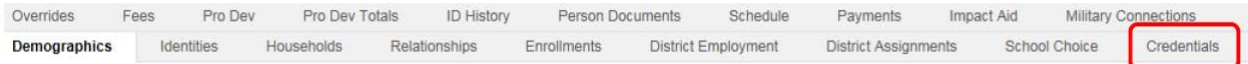


## EPSB License Numbers in Campus

Refer to Section 4F of the "[Census, Teacher Information Data](#)" data standard.

EPSB numbers must be entered on the Credentials tab as type LC: Licensure/Certification to be included in the MUNIS Upload report.

### Campus Path: Census > People > Credentials



To update a credential record:

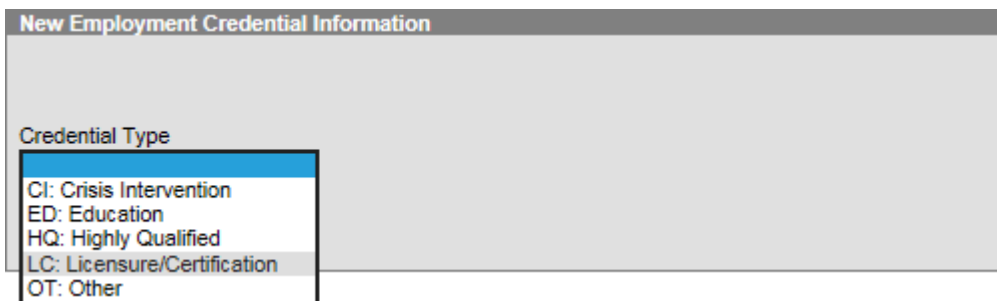
1. Click on the Licensure/Certification record to be updated



2. Update the record as needed.
3. Click Save

To enter a new credential record:

1. Click on New Credential
2. Choose LC: Licensure/Certification for the Credential Type



3. Enter the Start Date and License Number. Use the start date from the teaching certificate.

**New Employment Credential Information**

\*Start Date  
07/01/2017

End Date  
[ ]

Fully Certified

English Learners Credential  
[ ]

SPED Related Services Credential  
[ ]

License Number  
999999999

License / Certification Type  
REG: Regular / Full

4. Click Save  
The credential will then show in the list

**Employment Credentials**

#999 ABC District

Licensure/Certification (09/06/2017)

To delete a credential record:

1. Click on the record to be removed

**Employment Credentials**

#999 ABC District

Licensure/Certification (09/06/2017)

2. Click on Delete to remove the record.