



## iSolved: Updating Driver's License

1. Access iSolved.
2. Log into iSolved.

A screenshot of the iSolved login interface. At the top, it displays the logos for PNI HCM and GovConPay. Below these, the email address "jodie.ross@nasda.org" is entered in the username field, with a link to "Select a different username" underneath. The password field is labeled "Password" and contains a masked password ".....", with a "Forgot my password" link below it. A blue "Continue" button is positioned below the password field. At the bottom of the login area is a "PassKey Log In" button with a key icon. The footer of the page features the "iSolved People Cloud" logo, with "iSolved" in black and "People Cloud" in pink.

3. Select 'Certifications/License Updates' from the drop-down list on the left side of the screen. Click on '+ Add New' to update your Driver's License.

isolved DELIVERED BY PNI-HCM | Gd

Employee # [redacted] Pay Group: Monthly Hire Date: 4/7/2021 Department: 0100 - Staff Enumerator Hours: [redacted] Client: 1500 - NASDA  
Salary (Variable Hours Entered): ###... Work Location: [redacted] Project Code: N - NASS Supervisor Hours: [redacted] Company: National Association of State D

Search the menu

**Certification/License Updates** isolved University

EMPLOYEE SELF-SERVICE + Add New Expand All Groups Collapse All Groups Clear Grouping/Filters

Drag a column header here to group by that column

Certification	Effective Date	Expiration Date	Authority	ID Number	Total Cost	Reimbursement A...	Approval Date	Reimbursement ...	Comments	Actions
There are no records to display.										

Time >

- Employee Welcome
- Employee Messages
- ESS Misc Data Sets
- ESS Misc fields
- Pay History
- W2/ACA/1099 Forms
- Benefits Summary
- Benefit Updates
- Benefit Plan Details
- Benefit Enrollment Wizard
- Life Events Wizard
- Life Events History
- Contact Information
- Certifications
- Certification/License Updates**
- Direct Deposit Updates

4. In the Certification box use the drop down to select 'Driver's License'. Enter the effective date, expiration date, authority and ID number. Click 'Save'.

**Certification/License Updates** isolved University

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Drag a column header here to group by that column

Certification	Effective Date	Expiration Date	Authority	ID Number	Total Cost	Reimbursement A...	Approval Date	Reimbursement ...	Comments	Actions
Certification *	Effective date	Expiration date	Authority	ID number	Total cost	Reimbursement amount	Approval date	Reimbursement date	Comments	
Driver's License	06/21/2021	02/15/2027	[State Name]	[redacted]			mm/dd/yyyy	mm/dd/yyyy		

Save Cancel

5. If all was added correctly the 'Certification/License Update' screen will appear as below. On the far-right side of the screen there are 'Actions' which allow you to edit entered information.

Search the menu

EMPLOYEE SELF-SERVICE

Time >

Employee Welcome

Employee Messages

ESS Misc Data Sets

ESS Misc fields

Pay History

W2/ACA/1099 Forms

Benefits Summary

Benefit Updates

Employee #: [REDACTED]

Pay Group: Monthly

Hire Date: 4/7/2025

Department: 0100 - Staff

Enumerator Hours:

Client: 1500 - NASDA

Salary (Variable Hours Entered): ###...

Work Location: [REDACTED]

Project Code: N - NASS

Supervisor Hours:

Company: National Association of State D...

Certification/License Updates

Isolved University

+ Add New Expand All Groups Collapse All Groups Clear Grouping/Filters

Drag a column header here to group by that column

Search...

Certification	Effective Date	Expiration Date	Authority	ID Number	Total Cost	Reimbursement A...	Approval Date	Reimbursement ...	Comments	Actions
Driver's License	06/21/2021	02/15/2027	Montana	[REDACTED]						<div><div></div><div></div></div>