Update employee personal information in Atlas can't type into the Institution and Field of study fields

Update employee personal information in Atlas can't type into the Institution and Field of study fields

Question

I am trying to update personal information for a staff member in Atlas. I find that I can't type into the fields for Institution and Field of Study. How do I enter this information?

Solution

To access Personal Information of Atlas, you will need authorization in Roles. If you are trying to update your own information, via Atlas, use the following link:
Atlas.

For users trying to update another users' information, via Atlas, the values for these fields must be selected using the Search button. Try entering simple search criteria. For example, when searching for degree, enter a general term, such as Engineering. The application will display a drop-down list of search results from which to choose.

If a particular institution is not available in the search functionality, contact the Service Desk, and they will forward the information to the Human Resources Department.

For Service Consultants

See: How can I add an Institution or field of study to Atlas? (requires special permissions)