

## Viewing your HESA Details

Type 'HESA' in the quick jump bar and press enter

The screenshot shows the top navigation bar of the corehr system. On the left is the 'corehr' logo. In the center is a search bar containing the text 'HESA'. Below the search bar, a dropdown menu is open, displaying 'HESA View your HESA Details' and four buttons: 'Education', 'Statistics', 'University', and 'Regulation'. On the right side of the navigation bar, there is a user profile icon for 'HENRY SIMPSON'.

There are 3 categories to your HESA details:

- Qualifications
- Employment History
- Academic Discipline

**All staff** need to complete Qualifications and Employment History.

**Only Academic staff** should complete Academic Discipline.

Comments are optional and are not needed for the HESA return.

The screenshot shows the 'Qualifications' page in the corehr system. At the top, there is a 'Quick Jump' search bar and a user profile for 'HENRY SIMPSON'. Below the search bar is the 'Aston University' logo. On the left, a 'Categories' sidebar is visible, with three items: 'Academic Discipline (To B...', 'Qualifications', and 'Employment History'. The 'Qualifications' category is selected. The main content area is titled 'Qualifications' and contains a table with three columns: 'Description', 'Value', and 'Comments'. The table has four rows, each for a different qualification type: 'Highest Qualification Held', 'Academic Teaching Qualification 1', 'Academic Teaching Qualification 2', and 'Academic Teaching Qualification 3'. Each row has a 'Select...' dropdown menu in the 'Value' column and a 'Comments' text input field in the 'Comments' column. The 'Academic Teaching Qualification 4' row is partially visible at the bottom.

If you have any issues completing your HESA details, please contact [astonstaffportal@aston.ac.uk](mailto:astonstaffportal@aston.ac.uk)

## Updating your HESA Details (Qualifications)

HESA

Categories

- Qualifications
- Employment History
- Academic Discipline...

### Qualifications

Description	Value	Comments
Highest Qualification Held	Other Undergraduate Qualificati	Comments
Academic Teaching Qualification 1	No Qualification Held	Comments
Academic Teaching Qualification 2	Select...	Comments
Academic Teaching Qualification 3	Select...	Comments
Academic Teaching Qualification 4	Select...	Comments
Academic Teaching Qualification 5	Select...	Comments
Academic Teaching Qualification 6	Select...	Comments

**All staff to complete**

Enter your Highest Qualification Held and **only** as many Academic Teaching Qualification Boxes that are needed.

**Do not complete all 6 boxes unless you hold 6 academic teaching qualifications.**

For example:

- If you have **no** academic teaching qualifications, complete **box one only** to say 'no qualification held'.
- If you hold **one** academic teaching qualification, **complete box one only**.
- If you hold **three** academic teaching qualifications, **complete boxes one, two and three only**.

You will need to scroll down to use the 'Submit' button to save your answers.

Submit

Updating your HESA Det

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HESA

Categories

- Qualifications
- Employment History**
- Academic Discipline...

**Employment History**

Description	Value	Comments
Previous Employment	Other Education Institution In Uk	Comments
Previous Hel	Select...	Comments

Submit

**All staff to complete**

Select the correct option for your last job before Aston.

If this was a Higher Education Institution (HEI), select the appropriate institution. If not, leave this blank.

Click on Submit to save your changes.

## Updating your HESA Details (Academic Discipline)

HESA

Categories

- Qualifications
- Employment History
- Academic Discipline...**

**Academic Discipline (To Be Completed By Academic Staff)**

Description	Value	Comments
Current Academic Discipline 1	Pharmacy	Comments
Current Academic Discipline 2	Select...	Comments

Submit

**Academic staff only**

Select the correct option for your current academic discipline/s. If you have one academic discipline, only complete the first box and leave the second blank.

Click on Submit to save your changes.

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