

Steps in using STEAD Certification Finder

To use the STEAD Certification Finder, you must first have access to the Academic Affairs **Event Management System (EMS)** at <https://ocpweb.ucdavis.edu/events>. If you do not have access, please contact Kristina Hanna at kkhanna@ucdavis.edu. The STEAD Certification Finder will allow you to assess the search committee member's STEAD certification status. Log on to EMS and follow the steps below.

1. Under the "Search Committees" tab, click on "STEAD Certification Finder".

The screenshot displays the UC Davis Academic Affairs Event Management System interface. At the top, the UC Davis logo is shown above the text 'ACADEMIC AFFAIRS' and 'Event Management System'. A navigation bar contains 'HOME', 'EVENT MAINTENANCE >', and 'SEARCH COMMITTEES >'. Below this, a sidebar on the left lists 'Event Maintenance' with a sub-link for 'Registrants', and 'Search Committees' with sub-links for 'Create New Search Committee', 'Search Committee List', and 'STEAD Certification Finder'. A callout box with a blue border and text states: 'The STEAD Certification Finder is located in the "Search Committee" tab.' Two blue arrows originate from this box: one points to the 'SEARCH COMMITTEES >' link in the navigation bar, and the other points to the 'STEAD Certification Finder' link in the sidebar.

- On the **STEAD Certification Finder** page, type the name, Kerberos ID or email address of the person whose status you would like to check and click **submit**.

UCDAVIS
ACADEMIC AFFAIRS

Event Management System

HOME EVENT MAINTENANCE > SEARCH COMMITTEES >

STEAD Certification Finder

Type the name, Kerberos ID or email address here to start your search.

Lookup person
Type the name, Kerberos or email of the person and se

Kerberos ID

Email

Submit

Click **submit** when finished entering name, Kerberos ID or email address to display STEAD certification result.

Faculty at the Health Campus, and those who are unable to attend STEAD workshop, have the option of attending the [Enhanced Training](#) at UC Davis Health to be certified to participate on a faculty search committee.

The **STEAD Certification Finder** will include the attendance for Enhanced Training at UC Davis Health.

3. Sample of how information will display for STEAD Certification Finder.

UC DAVIS
ACADEMIC AFFAIRS

Event Management System

HOME EVENT MAINTENANCE > SEARCH COMMITTEES >

STEAD Certification Finder

Search Committee Training

Registrant: Doe, Jane

Certification Status: Valid until 2022-06-30

Upcoming Training: Not Registered

Lookup person

Kerberos ID

Email

Results from your search in the STEAD Certification Finder will display here.

NOTE:
In this example, the person is STEAD certified and can participate on a Faculty Search Committee through 6/30/2022.