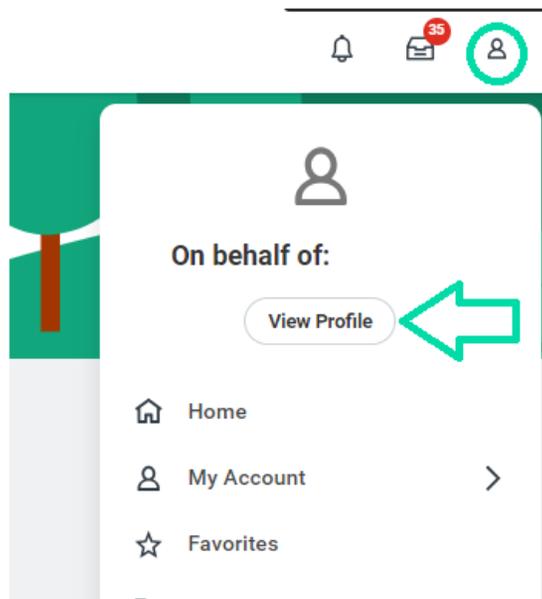


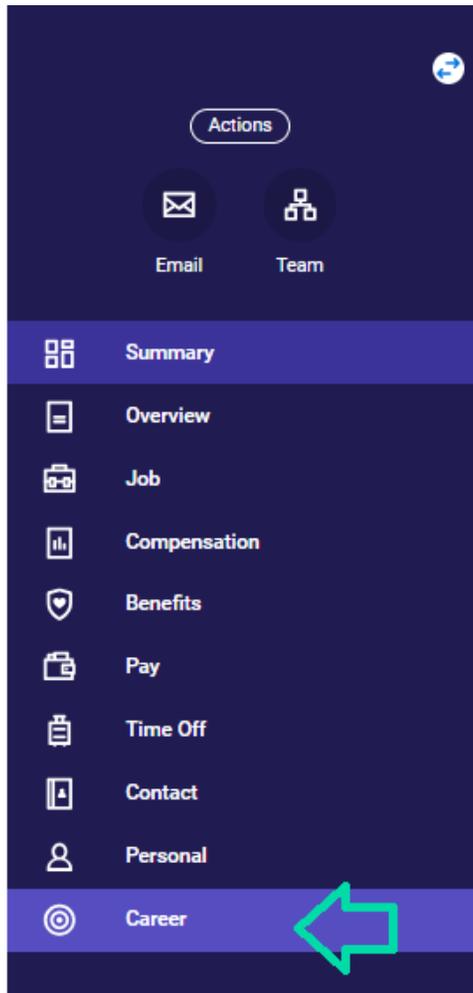
This process is to be used when you need to update your current, active, certifications in Workday.

Below we have outlined the process to upload your certifications into your team member profile in Workday.

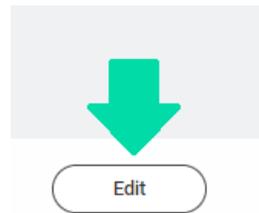
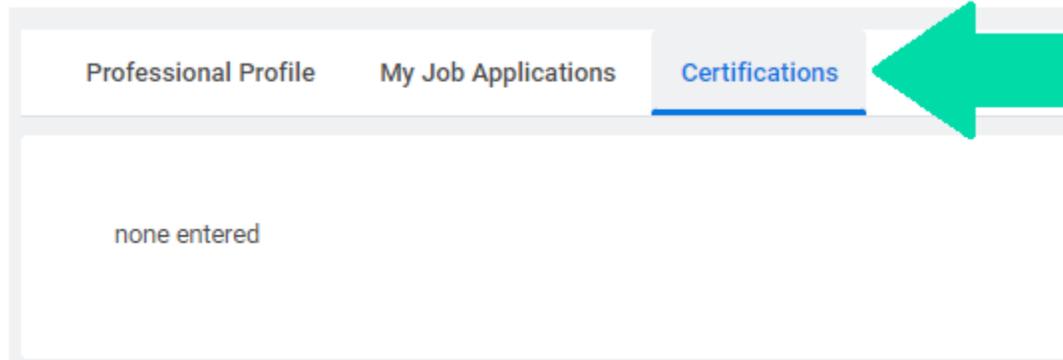
1. Navigate to your employee profile by clicking on either the silhouette in the top right corner of your Workday homepage, or your picture, if you have uploaded one.



2. Next, scroll down to career in your profile.



3. Click on the "Certifications" heading and click on "Edit" at the bottom of the screen.



4. Next click on the "+" next to add under "Edit Certifications".

Edit Certifications



- Click on "Certification" to review the options for selecting the type of certification you will be uploading. If you are unsure what option to select, click on "All".



Country

× United States of America

Certification



* Search

By Issuer >

By Country Region >

Global >

All >

If you cannot find the certification, check here

Certification Number

Issued Date

Expiration Date

MM/DD/YYYY

> Attachments

6. Be sure you are providing the issued date and expiration date (if any). Expand the attachments section and upload a copy of the certification.

Certification Number

Issued Date

Expiration Date

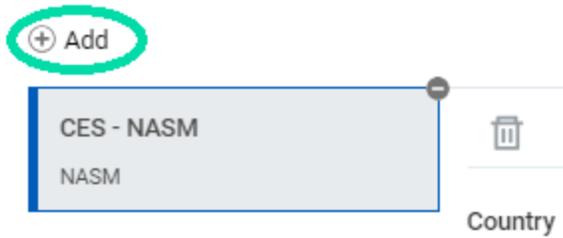
↓

Attachments

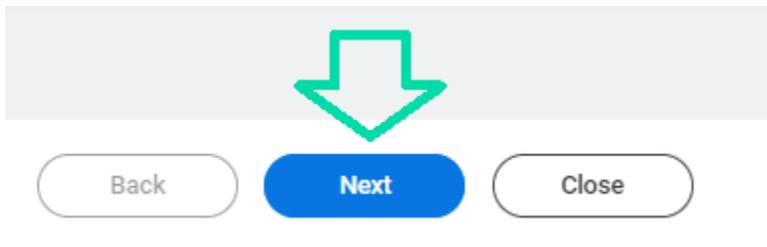
Drop files here

or

7. If you have more than one certification to upload, you can click "+Add' at the top of the page.



8. Once completed, be sure to click "Next" at the bottom of the page.



9. Then you can click "Close".

10. Your certifications will now be visible in the Career section of your Workday profile.