

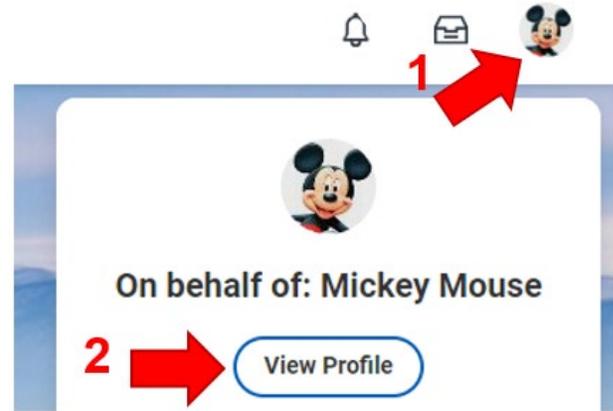


# Uploading Your Certifications

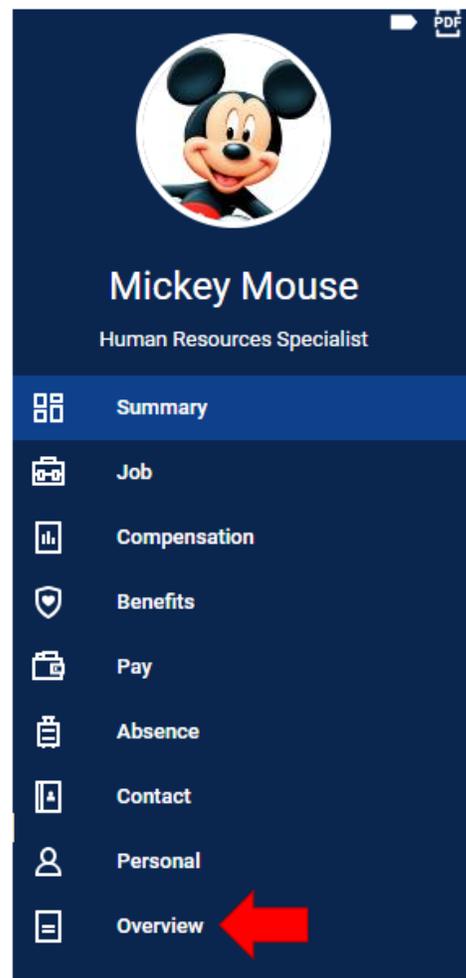
If you have earned a Certification, you now can add it to your Workday profile.

1. **Click your photo** on the top right of the screen.

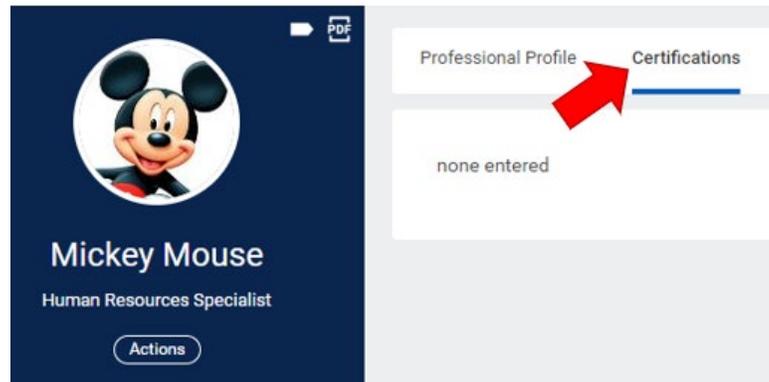
Select **View Profile**.



2. Click on **Overview**.  
(Bottom Left)



3. Select the **Certifications** tab.

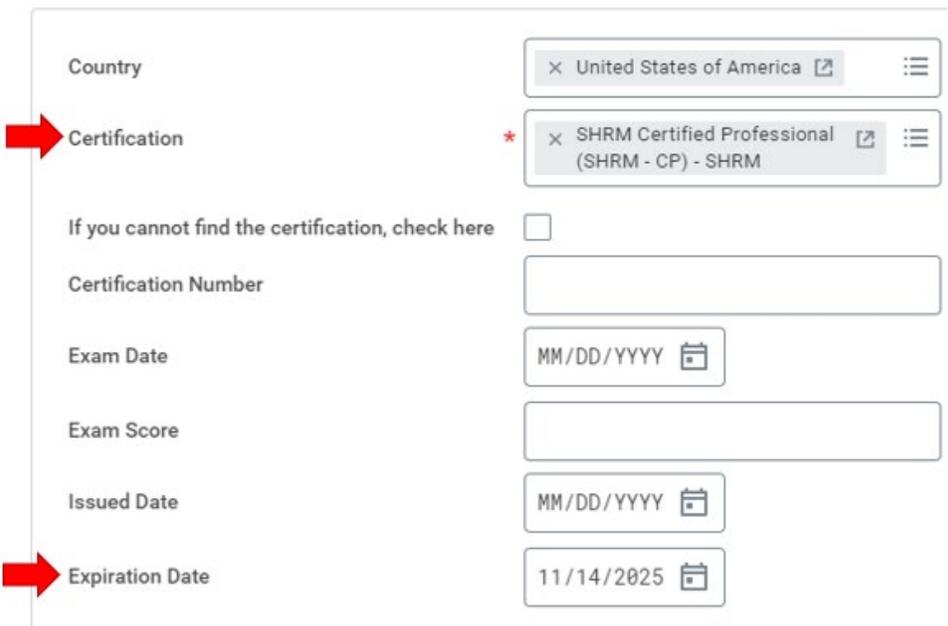


4. On the bottom of the screen, click **Add**.



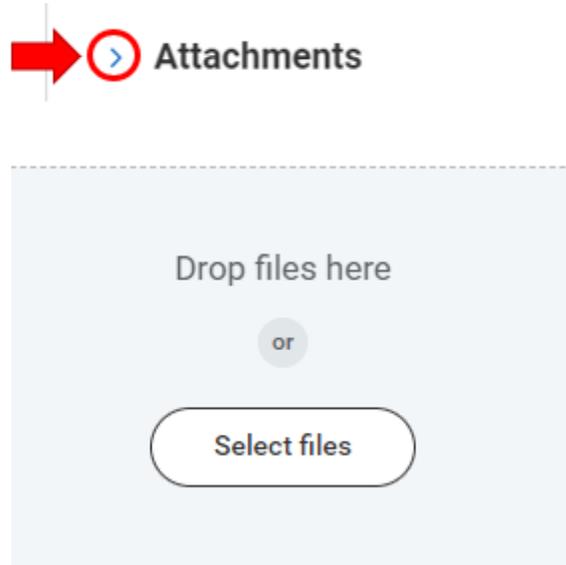
5. Type in your **Certification** name.

Do NOT click the “If you cannot find the certification, check here” box. **If you need a different certification** added as an option, please submit a [ServiceNow](#) request.



6. If your certification expires, you must include the **Expiration Date**. You may include any additional information such as Test Date, Score, etc. if you wish to.

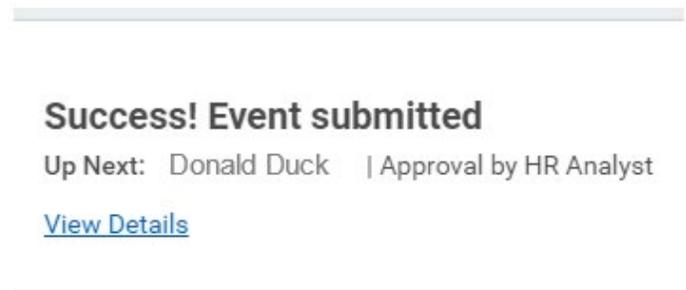
7. Attach documentation of your certification. Click on the arrow by **Attachments**, then click **Select Files** and upload your document. **Documentation is required to submit.**



8. Once your Certification is selected, expiration date added (if applicable), and documentation attached, click **Submit**.



9. Your **HR Analyst must approve**. Once approved, your Certification will appear on your Overview tab, where you added the Certification. You, your Manager, HR Analyst, HR Partner, HR Executive, and Compensation roles can view your certifications.



**HR Analysts** – please ensure the attached documentation, issued date, and expiration date are all accurate before approving.