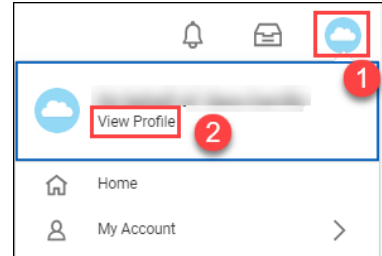


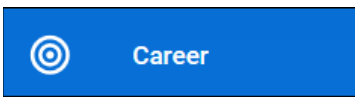
Certifications, add, edit and remove

This job aid will provide step by step instructions on how to add, edit and remove certifications in your Workday profile.

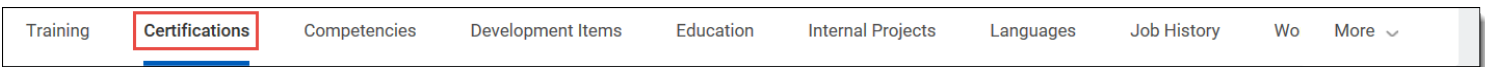
Step 1: Click the cloud icon or your photo in the upper right hand corner of the screen (1), and select **View Profile** (2).



Step 2: On the *Profile* page, click the **Career** tab.



Step 3: Click on the **Certifications** tab and select the **Add** button at the bottom of your screen.



Step 4: Use the menu prompt to add the **Country** the certification is valid in (1). Use the menu prompt to add a **Certification** (2). *If you cannot find the certification*, check the *checkbox* (3) and enter the **Issuer** and **Name** (4). Enter the **Certification Number**, if applicable (5). Select the **Issued** and **Expiration Date** (6). Add supporting documentation in the **Attachments** section (7).

A screenshot of the 'Add Certification' form. The form includes fields for Country (1), Certification (2), a checkbox for 'If you cannot find the certification, check here' (3), Certification Number (5), Issued Date (6), and Expiration Date (6). A dropdown menu for Issuer and Name (4) is shown. At the bottom, there is an 'Attachments' section (7) with a plus icon.

Step 7: Click **Add** to add another certification, or click **Submit** if finished.

To *Edit* or *Remove* a certification, follow Steps 1 through 3, excepting instead of selecting *Add*, select **Edit** or **Remove** for the appropriate certification.

