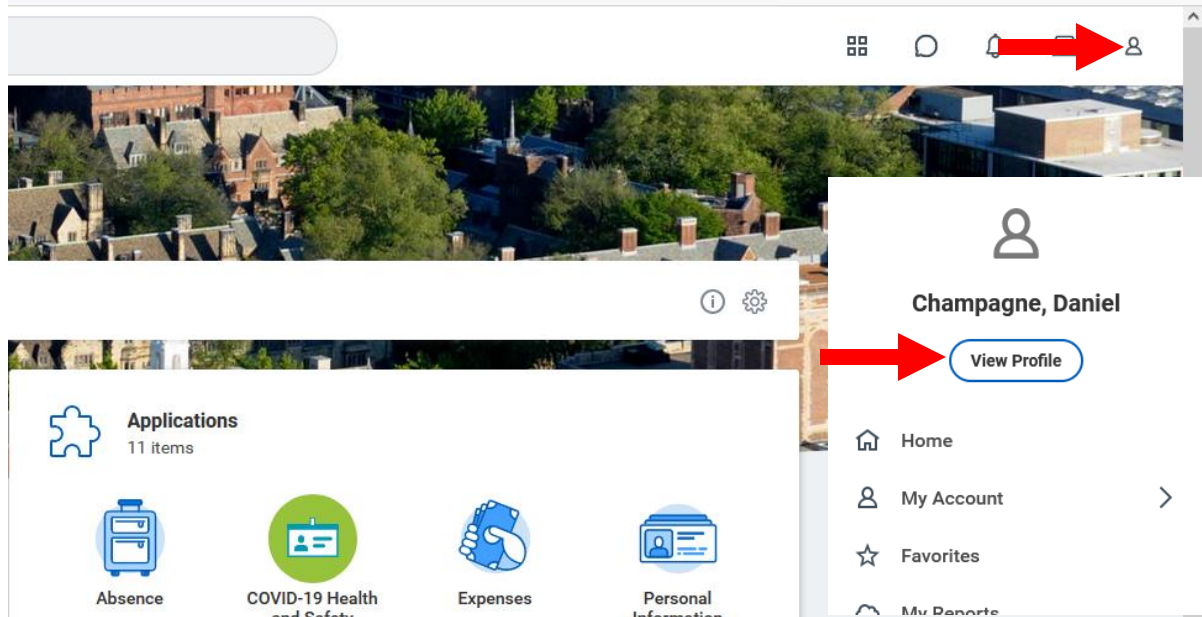
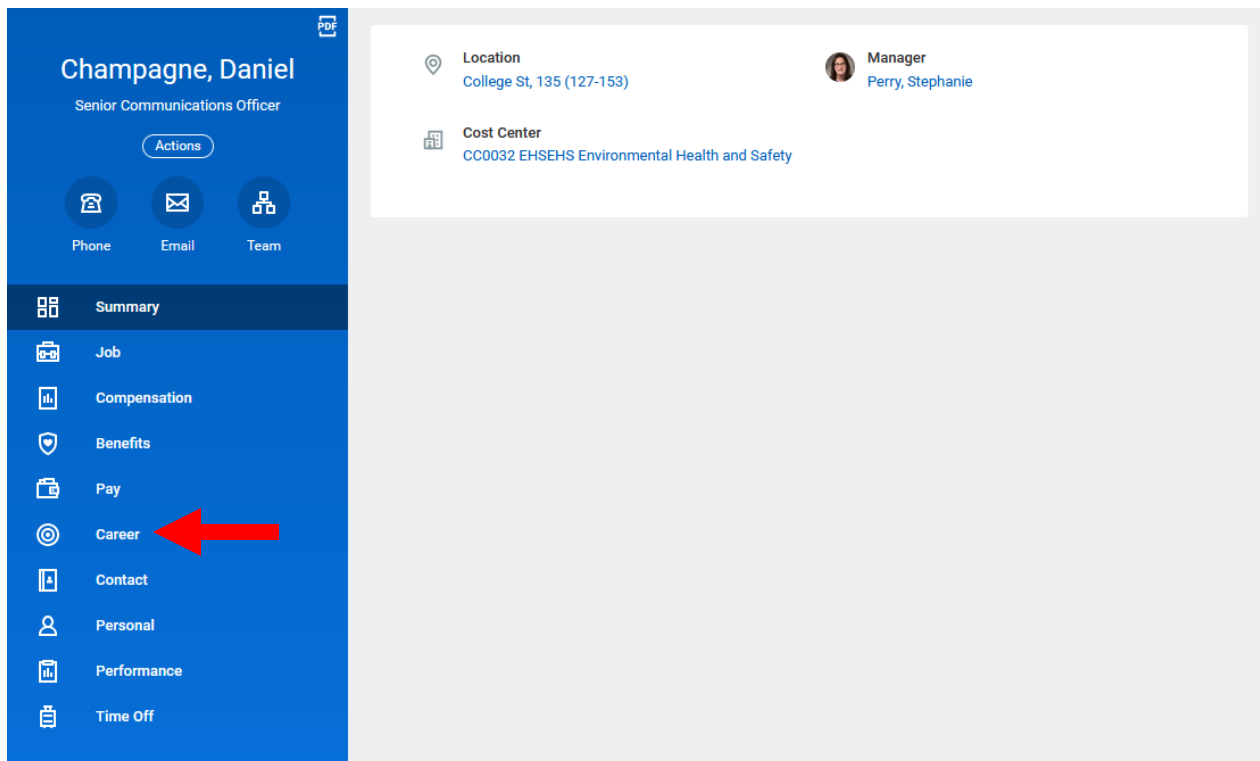


Submitting Education, Certifications, and Professional Affiliations in Workday

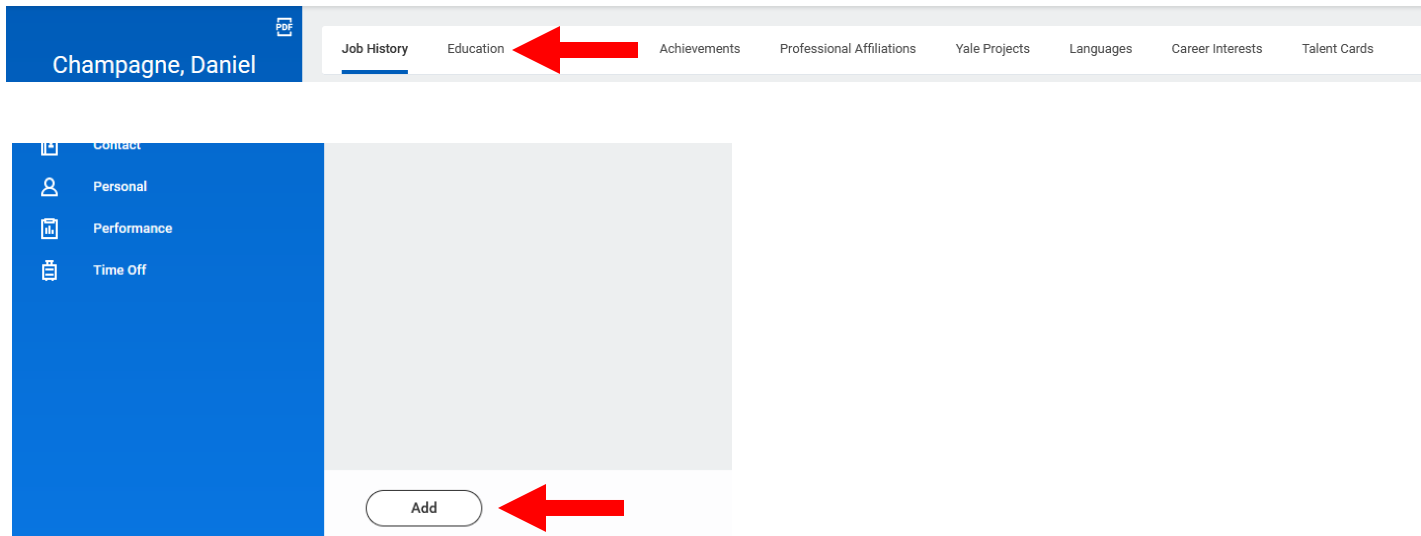
1. Login to Workday at <https://workday.yale.edu/>.
2. Select the profile icon in the upper right corner and select "View Profile".



3. Select "Career" from the left menu.



4. Select "Education" from the top menu and select the "Add" button at the bottom.



5. Complete the Country, School, and Degree fields. You may complete any additional fields as you wish. If multiple, click the Add button to add another degree. Click Submit.

Country *

School *

If you cannot find the school, click here

Degree

Degree Received

Field of Study

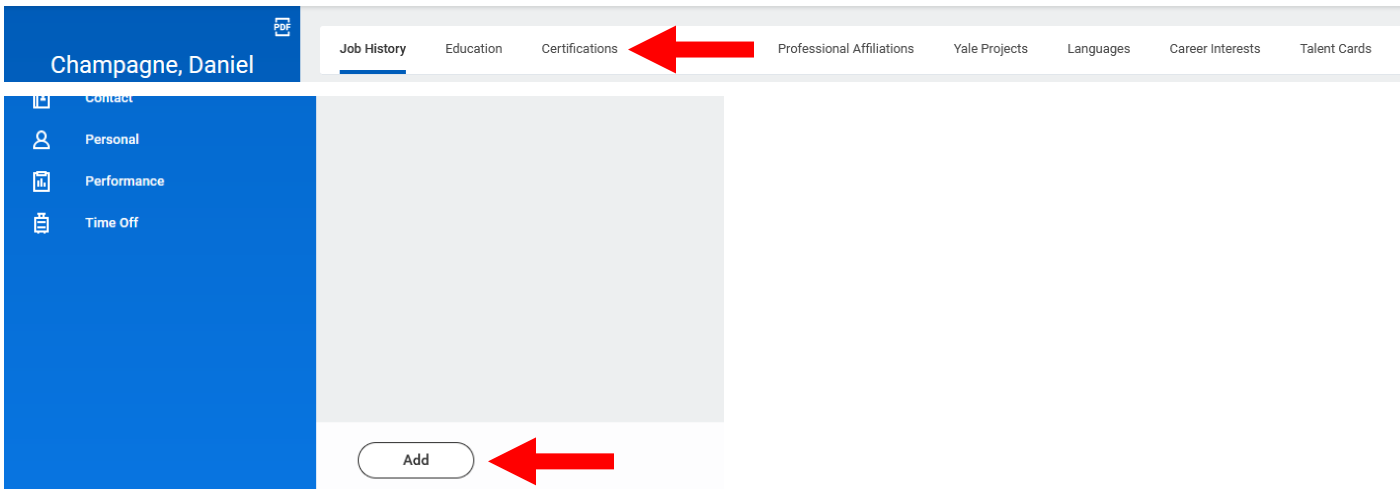
First Year Attended

Last Year Attended

Grade Average

> **Attachments**

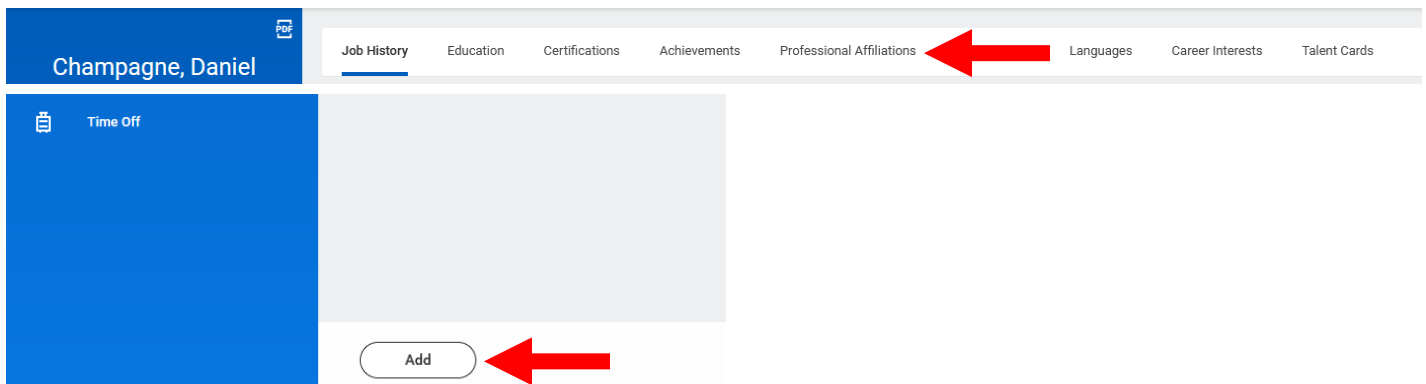
6. Select "Certifications" from the top menu and select the "Add" button at the bottom.





7. Complete the Certification field. You may complete any additional fields as you wish. If multiple, click the Add button to add another certification. Click Submit.

The screenshot shows the 'Add Certification' form. The 'Certification' field is highlighted with a red arrow. The form includes fields for Country (United States of America), Certification (marked with an asterisk), Certification Number, Issued Date, and Expiration Date. There is also a section for Specialties and Attachments. At the bottom, there are 'Submit', 'Cancel', and 'Add' buttons. A red arrow points to the 'Submit' button.

8. Select "Professional Affiliations" from the top menu and select the "Add" button at the bottom.





9. Complete the Name of Professional Affiliation field. You may complete any additional fields as you wish. If multiple, click the Add button to add another professional affiliation. Click Submit.


Name *  

If you cannot find the affiliation, click here

Type (empty)

Relationship 


Begin Date 

End Date 

Contact Information

Phone

Address



If you have any questions, please contact michael.kaseta@yale.edu.