



# Adding Certifications in Workday



*This Adding Certifications in Workday Tip Sheet is for faculty, employees, and candidates applying for a position to any of the CHES affiliated colleges.*

Adding certifications to your Workday profile helps showcase your qualifications and can support career growth, job opportunities, and skill-based job matching within your organization.

## Accessing Certifications

1. From your Workday account, select your **Profile** > **View Profile**.
2. Log in to your Workday account select **View Profile**.
3. From the navigation menu on the left side, select **Career**.
4. From the Career menu, select the **Certifications** tab.

## Adding new Certifications

1. From the **Certification** tab, select **Add**. A certification menu appears.
  - Select the **Country** (defaults to the U.S. but can be manually entered if different).
  - Enter the **Certification** Name or if searching by keyword (e.g., "Microsoft"), scroll through the results to find the correct certification. If a certification is not listed, select the box next to **cannot find the certification** and manually enter the **Issuer and Name** details.
  - (If applicable) Enter the **Certification Number**.
  - Provide the **Issued Date** and **Expiration Date**.
  - (Required) In the **Attachments** field, attach a scanned copy or digital proof of your certification.
  - To add multiple certifications at once, select **Add** to open an additional certifications menu.
2. When all desired certifications are added, select **Submit**. The certification is sent to HR for approval. Once approved, your certification(s) will be listed under the **Career** tab of your Workday profile.

## Updating Certifications

Follow the steps in the **Accessing Certifications** section above at any time to edit or update your certifications. (i.e. updating expiration date, new certifications, etc.)

## External Candidate Applications

1. In the Certifications section, select **Add**. The certification menu appears.
  - Enter the **Certification Name** or if searching by keyword (e.g., "Microsoft"), scroll through the results to find the correct certification. If a certification is not listed, select the box next to **cannot find the certification** and manually enter the **Issuer and Name** details.
  - Select the **Country** (defaults to the U.S. but can be manually entered if different).
  - (If applicable) Enter the **Certification Number**.
  - Provide the **Issued Date** and **Expiration Date**.
  - (Required) In the **Attachments** field, attach a scanned copy or digital proof of your certification.
2. If you would like to add multiple certifications at once, select **Add** to begin creating an additional certifications menu

**Note:** If the applicant is hired, the certifications added in their application will be seamlessly transferred to their Workday profile.