



## Manage Education History on the Workday HTML Accessible Site

### Access the Add Education Page

On the Home page select the link **Related Actions for Jane S. Smith**, this is located after the link **Jane S. Smith (W2005499)[C]** (replacing our example user name with your name), this will display:

Related Actions for Contingent Worker

Business Process

Task Group 1 - Business Process

Link **My Delegations**

Personal Data

Task Group 1 - Personal Data

Link **Change Contact Information**

Link **View My Emergency Contacts**

Link **View My Primary Address Changes**

Task Group 2 - Personal Data

Link **Change My Personal Information**

Link **View My Personal Information**

Link **Change My Photo**

Link **Change My Legal Name**

Link **Change My Preferred Name**

Task Group 3 - Personal Data

**View My ID Information**

Task Group 4 - Personal Data

**Delete My Photo**

Talent

Task Group 1 - Talent

Link **View Skills and Experience**

Workday Account

Task Group 1 - Workday Account

Link **Change My Password**

Link **Manage Password Challenge Questions**

Worker History

Task Group 1 - Worker History

Link **View Worker History**

Link **View Worker History by Category**

Task Group 2 - Worker History

Link **View Manager History**

Task Group 3 - Worker History

Link **View My Service Dates**

Task Category 2

Favorite

Task Group 1 - Favorite

Link **Add**

Integration IDs

Task Group 1 - Integration IDs

Link **View IDs**

Preferences

Task Group 1 - Preferences

Link **View Preferences**



Task Group 2 - Preferences  
Link **Edit Preferences**

Select link **View Skills and Experience** located under heading Talent Task Group 1 – Talent, this will display:

View Skills and Experience: link **Jane S. Smith (W2005499)[C]** link **Related Actions for Jane S. Smith (W2005499)[C]** link **Preview for Jane S. Smith (W2005499)[C]**

Position:  
219917 Contingent Worker - Jane S. Smith (W2005499)[C] link **Related Actions for 219917 Contingent Worker - Jane S. Smith (W2005499)[C]**

External Job History  
External Job History 1  
Link **Jane S. Smith (W2005499)[C]** link **Related Actions for Jane S. Smith (W2005499)[C]** link **Preview for Jane S. Smith (W2005499)[C]**  
Button **Add**  
none entered

Accomplishments  
Accomplishments 1  
Link **Jane S. Smith (W2005499)[C]** link **Related Actions for Jane S. Smith (W2005499)[C]** link **Preview for Jane S. Smith (W2005499)[C]**  
Button **Add**  
none entered

Work Experience  
Work Experience 1  
Link **Jane S. Smith (W2005499)[C]** link **Related Actions for Jane S. Smith (W2005499)[C]** link **Preview for Jane S. Smith (W2005499)[C]**  
Button **Add**  
none entered

Education  
Education 1  
Button **Add**  
none entered

Languages  
Languages 1  
Link **Jane S. Smith (W2005499)[C]** link **Related Actions for Jane S. Smith (W2005499)[C]** link **Preview for Jane S. Smith (W2005499)[C]**  
Button **Add**  
none entered

Competencies  
Competencies 1  
Link **Jane S. Smith (W2005499)[C]** link **Related Actions for Jane S. Smith (W2005499)[C]** link **Preview for Jane S. Smith (W2005499)[C]**  
Button **Add**  
none entered

Certifications  
Certifications 1  
Link **Jane S. Smith (W2005499)[C]** link **Related Actions for Jane S. Smith (W2005499)[C]** link **Preview for Jane S. Smith (W2005499)[C]**  
Button **Add**  
none entered



Training

Training 1

Link [Jane S. Smith \(W2005499\)\[C\]](#) link [Related Actions for Jane S. Smith \(W2005499\)\[C\]](#) link [Preview for Jane S. Smith \(W2005499\)\[C\]](#)

none entered

Awards

Awards 1

Link [Jane S. Smith \(W2005499\)\[C\]](#) link [Related Actions for Jane S. Smith \(W2005499\)\[C\]](#) link [Preview for Jane S. Smith \(W2005499\)\[C\]](#)

Button **Add**

none entered

Professional Affiliations

Professional Affiliations 1

Link [Jane S. Smith \(W2005499\)\[C\]](#) link [Related Actions for Jane S. Smith \(W2005499\)\[C\]](#) link [Preview for Jane S. Smith \(W2005499\)\[C\]](#)

Button **Add**

none entered

### Fill Out the Add Education Form

For our example we will add education.

Select button **Add** under heading Education, this will display:

Add Education: Jane S. Smith (W2005499)[C] link [Preview for Jane S. Smith \(W2005499\)\[C\]](#)

Button **Add Item**

Item 1

Link **Remove Item 1**

Country (required): button **Select Country**

United States of America link **Remove United States of America**

School (required): button **Select School**

If you cannot find the school, check here: checkbox button **Validate**

Degree button **Selections Select Degree**

Degree Received: drop-down **Select Yes/No**

First Year Attended: text input Year: button **Validate**

Last Year Attended: text input Year: button **Validate**

Text input Grade Average:

Review this Task

Textbox input **Comment:** button **Validate**

Buttons **Submit, Save for Later, Cancel.**

The **Country** is pre-filled with "United States of America". If you need to change the country, select the button **Country**

This field is pre-filled with United States of America link [Preview for United States of America](#) link **Remove United States of America**

A list of all countries will be displayed along with a Search box.

Select your **Country** with a radio button, for example: radio button **United States of America.**

Next select the button School (required), this will display:

Select Value for Certification

Text input **Search** button **Search**

By State/Province

Button **Go** (grayed out) button **Cancel**

Button **By State/Province**

All button **All**



Create Option button **Create School**

In this example we will search for the school  
In the text input **Search** enter part of the full name to get a list (not acronyms) we will enter "University of Maryland" and select the button **Search**, this will display:

Search Results  
Radio buttons  
**University of Maryland Eastern Shore**  
**University of Maryland-Baltimore**  
**University of Maryland-Baltimore County**  
**University of Maryland-College Park**  
**University of Maryland-University College**  
**University of Phoenix-Maryland Campus**

Buttons **Add** (grayed out) **Cancel**  
All button **All**  
By State/Province button **By State/Province**

Select radio button **University of Maryland-Baltimore County**.  
Select button **Add**.

You will be returned to the Add Education page with the addition of University of Maryland-Baltimore County link  
**Preview for University of Maryland-Baltimore County** link **Remove University of Maryland-Baltimore County**

Select button **Degree**, this will display:

Select value for Degree  
Text input **Search** button **Search**

Degrees for Current Country

Radio buttons  
**GED**  
**High School**  
**Associates**  
**Bachelors**  
**Masters**  
**Doctorate**  
**Medical Doctor**

Buttons Add (grayed out) Cancel

We will select radio button **Bachelors**.  
Select button **Add**.

You will be returned to the Add Education page with the addition of Bachelors link **Preview for Bachelors** link  
**Remove Bachelors**.

Select "Yes" from the drop-down **Degree Yes/No**

Enter "1988" for text input Year Degree Received: **Year:** then select the button **Validate**  
Note: if you do not select the button **Validate** you will receive the message: "The change you made to the field 'First Year Attended' requires validation. Please click the 'validate' button."  
Enter "1984" for text input First Year Attended: **Year:** then select the button **Validate**  
Enter "1988" for text input Last Year Attended: **Year:** then select the button **Validate**  
Enter "3.5" for text input **Grade Average**



Enter a Comment (not required) under Review This Task and select button Validate if you do enter a comment. Select button **Submit**. If you select **Save for Later**, you will see a status review page of the event and it will become a task to complete in your Inbox.

### Submit the Add Education Form

Upon submission the screen will display:

You have submitted: link **Manage Education: Jane S. Smith (W2005499)[C]** link **Related Actions for Jane S. Smith (W2005499)[C]** link **Preview for Jane S. Smith (W2005499)[C]**  
Page was saved successfully

#### Next Steps

Event: Link **Approval by HR Coordinator** link **Related Actions for Approval by HR Coordinator** link **Preview for Approval by HR Coordinator**

Security Group: link **HR Coordinator** link **Related Actions for HR Coordinator** link **Preview for HR Coordinator**

Due Date: 08/14/2015

Do Another: link **Add Education**

#### Details and Process

For: Link **Jane S. Smith (W2005499)[C]** link **Related Actions for Jane S. Smith (W2005499)[C]** link **Preview for Jane S. Smith (W2005499)[C]**

Overall Process: Link **Manage Education: Jane S. Smith (W2005499)[C]** link **Related Actions for Manage Education: Jane S. Smith (W2005499)[C]** link **Preview for Manage Education: Jane S. Smith (W2005499)[C]**

Overall Status: In Progress

Due Date: 08/14/2015

#### Details

##### Item 1

##### Add / Edit Education

Country (required): Link **United States of America** link **Related Actions for United States of America**

School (required): Link **University of Maryland-Baltimore County** link **Related Actions for University of Maryland-Baltimore County**

Degree: Link **Bachelors** link **Related Actions for Bachelors**

Degree Received: Yes link **Related Actions for Yes**

Year Degree Received: 1988

First Year Attended: 1984

Last Year Attended: 1988

Grade Average: 3.5

#### Process

Button **Sort** button **Export 'Process History' items to Excel**

Process History - 2 items (table)

(Row 1)

Process: link **Manage Education** link **Related Actions for Manage Education** link **Preview for Manage Education**

Step: link **Manage Education** link **Related Actions for Manage Education** link **Preview for Manage Education**

Status: Step Completed

Completed On: 08/12/2015 08:21:34 AM

Due Date: 08/14/2015

Person: link **Jane S. Smith (W2005499)[C]** link **Related Actions for Jane S. Smith (W2005499)[C]** link **Preview for Jane S. Smith (W2005499)[C]**

Comment: (blank)

(Row 2)

Process: link **Manage Education** link **Related Actions for Manage Education** link **Preview for Manage Education**



Step: link [Approval by HR Coordinator](#) link [Related Actions for Approval by HR Coordinator](#) link [Preview for Approval by HR Coordinator](#)

Status: Awaiting Action

Completed On: (blank)

Due Date: 08/14/2015

Person: link [Betty Grable \(W1051740\) \(HR Coordinator\)](#) link [Related Actions for Betty Grable \(W1051740\) \(HR Coordinator\)](#) link [Preview for Betty Grable \(W1051740\) \(HR Coordinator\)](#), link [Darmore Jenkins \(W9991740\) \(HR Coordinator\)](#) link [Related Actions for Darmore Jenkins \(W9991740\) \(HR Coordinator\)](#) link [Preview for Darmore Jenkins \(W9991740\) \(HR Coordinator\)](#)

Comment: (blank)

Select the button **Done**, the will return you to the View Skills and Experience page. Education will not be displayed until it is approved. You may add any other skills and experience in the same general manner as our example.

Return to the Inbox to see the status of your changes and any actions that may be required.

Last Updated 9/14/2015