Manage Certifications on the Workday HTML Accessible Site

Access the Add Certification 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, this will display:

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

Select button **Add** under the heading Certifications, this will display:

Add Certification: Jane S. Smith (W2005499)[C] link **Preview for Jane S. Smith (W2005499)[C]**
Item 1
Link **Remove Item 1**
Country: button **Selections Country**
United States of America link **Remove United States of America**
Certification (required): button **Selections Certification**
Checkbox **If you cannot find the certification, check here:** (unchecked) button **Validate**
Text input **Certification Number:**
Issued Date: Year: text input Month: text input Day: text input button **Validate**
Expiration Date: Year: text input Month: text input Day: text input button **Validate**
Button **Attachments**
Review this Task
Textbox input Comment: button **Validate**

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

Filling in the Certification Form

The **County** field is pre-filled with United States of America link **Remove United States of America**
If you wish to change the **Country**, select the button **Country**
A list of all countries will be displayed along with a **Search** box.
Select your **Country** with a radio button, for example: radio buton **United States of America**

Select the button **Certification (required)**, this will display:

Select Value for Certification
Text input **Search** button **Search**
Buttons **Go** (Grayed out) **Cancel**, **By Issuer**
By Country Region button **By Country Region**
Global button **Global**
All button **All**

In this example we will select button **By Issuer** and with the radio button options, select radio button **US Coast Guard.**
The button **Go** will become active. Select the button **Go**.. The selection has 2 specific value options for choice by radio buttons **Cert USCG Lic - US Coast Guard** and **USCG Mer Mar Sailor - US Coast Guar**
Choose radio button **USCG Mer Mar Sailor - US Coast Guard**

The button **Add** becomes active. Select the button **Add.**
You will be returned to the Add Certification page.
Enter "ABC123" in the text input **Certification Number.**
Enter the **Issued Date** in the 3 text input fields **Year, Month, Day.**
Year "2015", Month "08", Day: "16".
Select button **Validate** Enter the **Expiration Date** in the 3 text input fields **Year, Month, Day.**
Year "2018", Month "08", Day: "16".
Select button **Validate**
In the Attachments upload any documentation required to support your certification.

Enter a **Comment** (not required) under Review This Task or select buttons **Submit**, **Save for Later**, **Cancel.**
If you select the button **Save for Later,** a status of the event will be displayed and a task to complete will be added to your Inbox.

Submit the Added Certification

Select button **Submit**, the screen will display:

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

Next Steps: Event Approval by HR Partner link **Related Actions for Approval by HR Partner**Due Date 08/06/2015
Do Another: link **Add Certification.**

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 Certifications: Jane S. Smith (W2005499)[C]** link **Related Actions for Manage Certifications: Jane S. Smith (W2005499)[C]** link **Preview for Manage Certifications: Jane S. Smith (W2005499)[C]**
Overall Status: In Progress
Due Date: 08/06/2015
Details
Item 1
Add/Edit Certification
Country:
United States of America link **Related Actions for United States of America**
Certification:
USCG Mer Mar Sailor - US Coast Guard link **Related Actions for USCG Mer Mar Sailor - US Coast Guar**d
Certification Number: ABC123
Issued Date: (blank)
Expiration Date: (blank)
Attachments: (blank)

Process History (table)
Process History - 2 items

(row 1)
Process: link **Manage Certifications** link **Related Actions for Manage Certifications** link **Preview for Manage Certifications**
Step: Manage Certifications link **Related Actions for Manage Certifications**
Status: Step Completed
Completed On: 08/04/2015 02:13:29 PM
Due Date: 08/06/2015

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 Certifications** link **Related Actions for Manage Certifications** link **Preview for Manage Certifications**
Step: Approval by HR Partner link **Related Actions for Approval by HR Partner**
 Awaiting Action 08/06/2015
Status: Awaiting Action
Completed On: (blank)
Due Date: 08/06/2015
Person: link **Aliciala Tinsel (W7777719)[C]** link **Related Actions for Aliciala Tinsel (W7777719)[C**] link **Preview for Aliciala Tinsel (W7777719)[C]** link **Deloria Mishaps (w4444333)[C]** link related Actions for **Aliciala Tinsel (W7777719)[C]** link Preview for **Aliciala Tinsel (W7777719)[C]**
Comment: (blank)

Select the button **Done**.

Note: No certifications will display until the added certification has been approved.

If you have made any errors, you will be asked to revise at time of submission or as a task in your Inbox if you do not complete the correction of the error.

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

Last Updated 9/15/2015