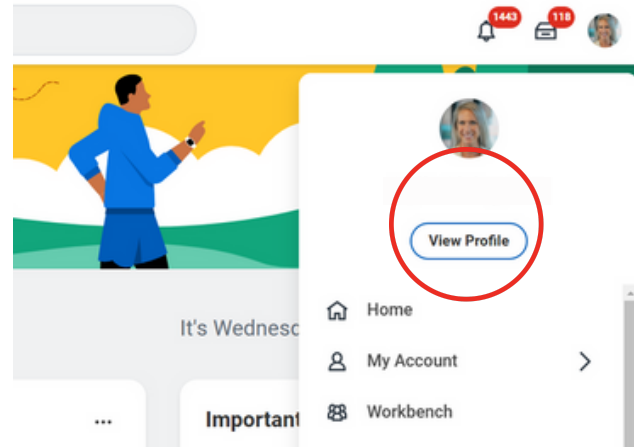


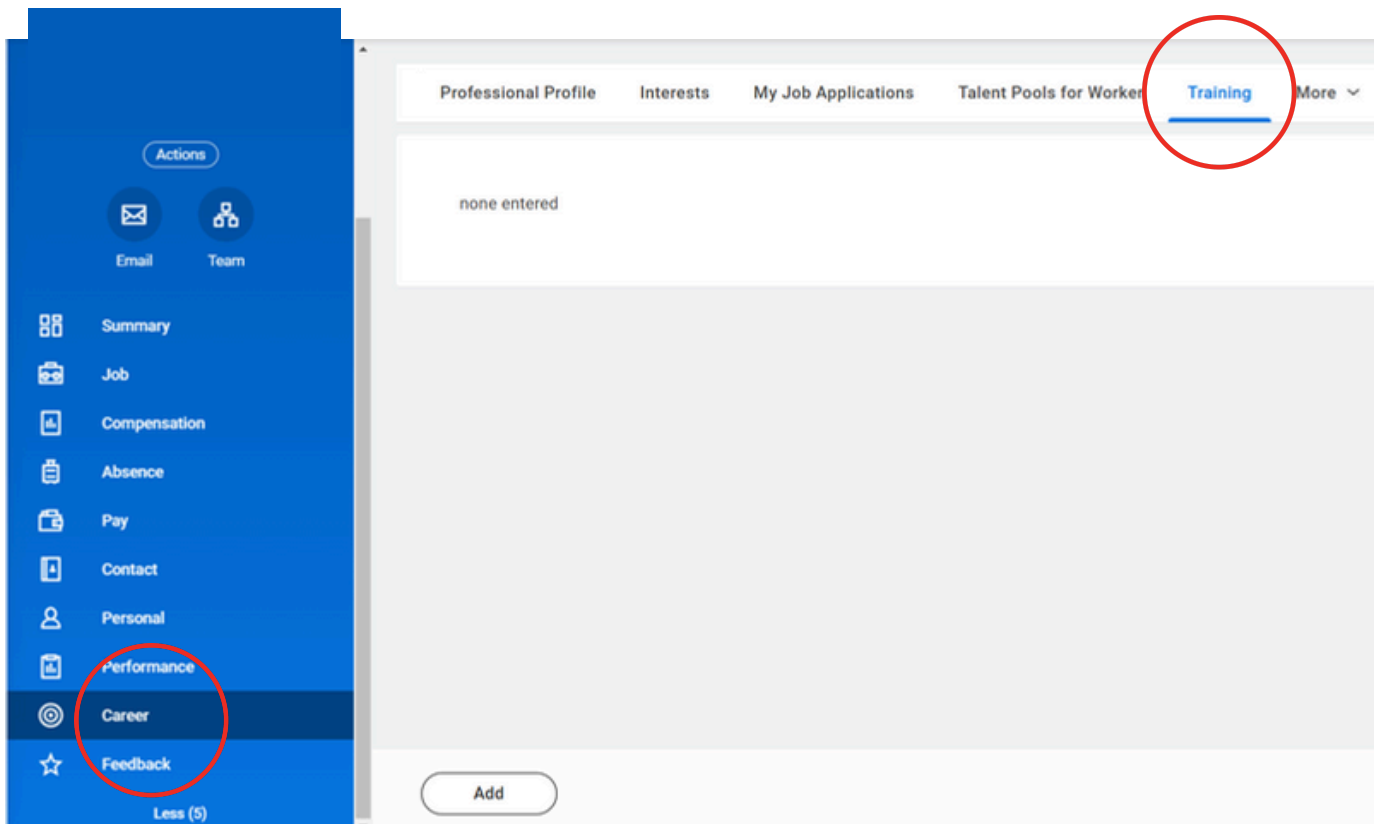
Workday Add Training To Your Profile

This guide will explain how to add Training to your Workday Career Profile.

1. Go to your Profile in Workday by clicking on your profile icon at the top right and click **View Profile**



2. On the left side of the screen, click on **Career**
3. Click the **Training** tab at the top



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4. Click the **Training** tab at the top
 1. To add training click on **Add** at the bottom of the screen
 - a. **Training:** Enter in the name of the training
 - b. **Training Type:** Select the Training Type from the drop down
 - c. **Completed On:** Enter the date you took the training
 - d. You can include a description and training duration if you would like.
5. Click **Submit** once you have filled out the fields and are ready to save the training record

The screenshot shows a modal window titled "Add Training" with a close button in the top right corner. The form contains the following fields and controls:

- Training:** A text input field with a red asterisk indicating it is required.
- Training Type:** A dropdown menu with "select one" as the placeholder text and a red asterisk.
- Description:** A large text area for entering details.
- Completed On:** A date picker field with the format "MM/DD/YYYY" and a calendar icon.
- Training Duration:** A text input field.
- Buttons:** "Remove" and "Add" buttons are located below the form fields. At the bottom of the modal, there are "Submit" (highlighted in blue), "Save for Later", and "Cancel" buttons.