



## Add/Manage Education

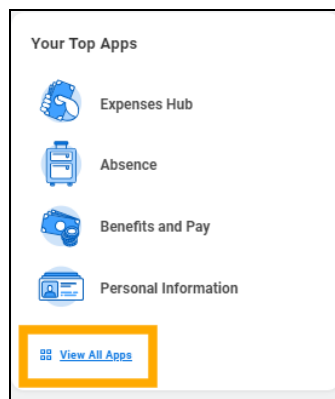
### Overview

This job aid outlines how employees can Add or Manage (Update) education history within their Workday profile.

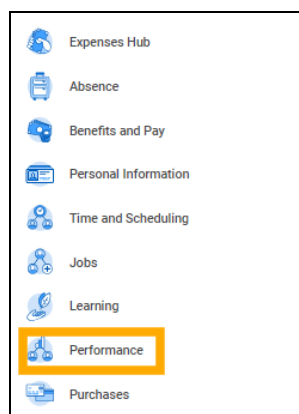
### Add/Manage Education

*Security Role(s): Employee As Self*

1. From the Workday Landing Page, select **View All Apps**.



2. Select the **Performance** application.

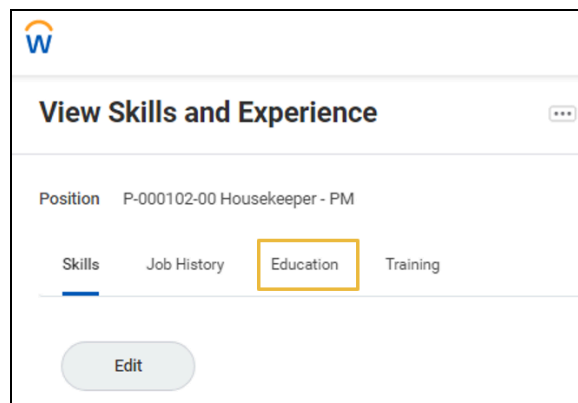


3. From the View menu, select **Skills and Experience**.

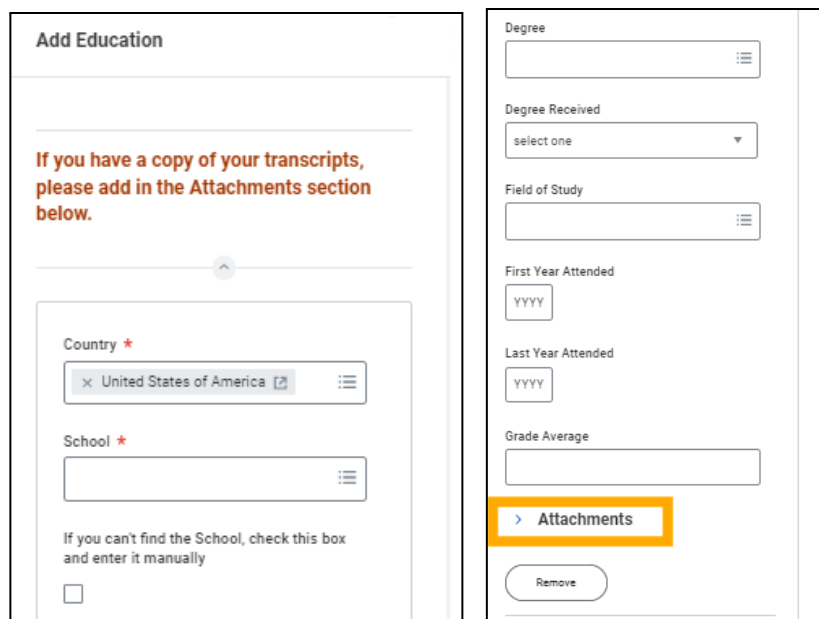
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4. Select the **Education** tab.



5. Select **Add at the bottom of the screen** to add to your education details. Click on "Attachments" to attach a transcript.



a. Select **Add** to add another degree or submit

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6. Select **Edit** next to the information currently in Workday if you wish to make updates.

The screenshot shows the 'Education' section of a Workday profile. At the top, there are navigation tabs: 'My Job Applications', 'Education' (which is selected), 'Job History', 'Skills', 'Training', and 'Learning'. Below the tabs, there is a toggle switch for 'Turn on the new tables view' which is currently turned off. The main content area displays 'Education 1 item' and a table with the following data:

School	Degree	Field of Study		
University of Chicago	PhD	Political Science	Edit	Remove

The 'Edit' button in the table is highlighted with a yellow rectangular box. There are also icons for table view, list view, and a refresh icon in the top right corner of the table area.