Last Updated: 10/18/24

Add/Manage Education

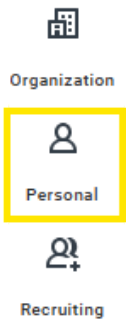
Overview

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

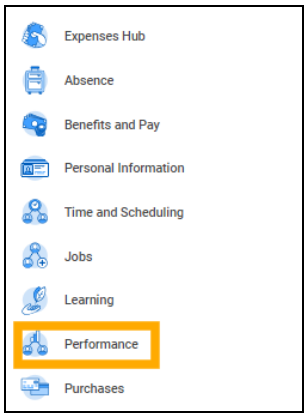
Add/Manage Education

Security Role(s): Employee As Self

1. From the Workday Landing Page, select the **Personal** App.



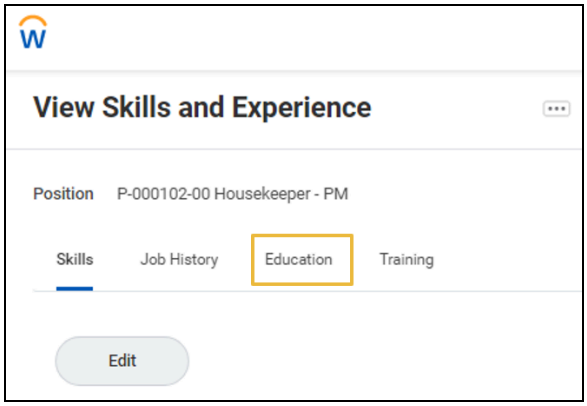
2. Select the **Performance** application.



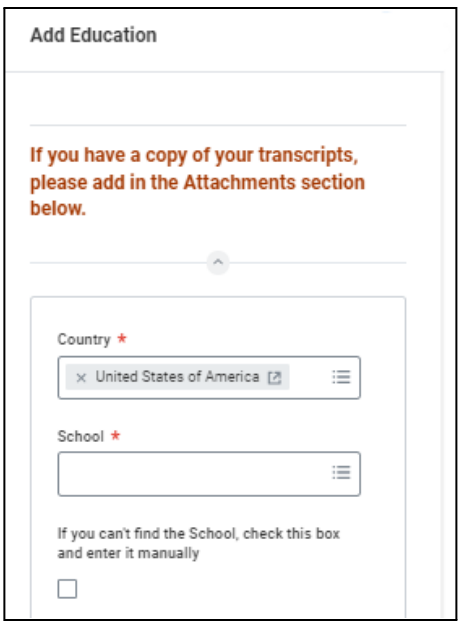
3. From the View menu, select **Skills and Experience**.

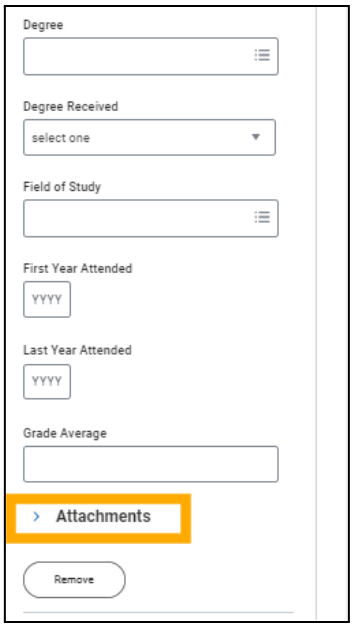


4. Select the **Education** tab.



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

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

