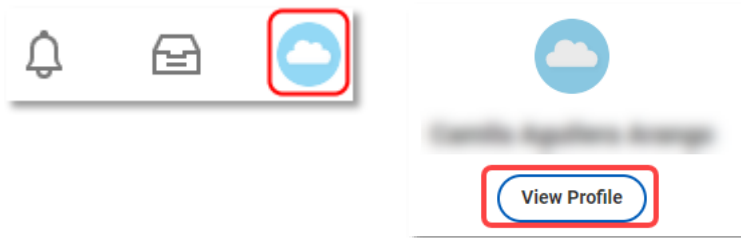
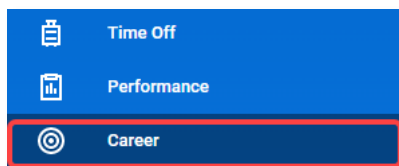


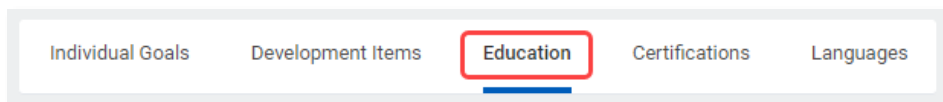
To record the formal qualifications, click on your *Profile Icon* and *View Profile*.



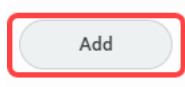
Select *Career*.



Click on the *Education* tab.



Click on *Add*.



Complete all of the relevant fields. Any fields marked with a red asterisk \* are compulsory.

Tip: it is easiest to type the school name in the school field.

Note: if the school where you completed the qualification is not on the list, tick the box below. You will be able to add the school name, location and type.

If you cannot find the school, click here

### Add Education

Please provide evidence of education by selecting "Attachments" and uploading a copy of your transcript/relevant documentation.

Country	*	<input type="text" value="X Australia"/>	⋮
School	*	<input type="text"/>	⋮
If you cannot find the school, click here		<input type="checkbox"/>	
Degree		<input type="text"/>	⋮
Degree Received		<input type="text" value="select one"/>	▼
Field of Study		<input type="text"/>	⋮
First Year Attended		<input type="text" value="YYYY"/>	
Last Year Attended		<input type="text" value="YYYY"/>	
Grade Average		<input type="text"/>	

Add evidence of your certified qualifications to *Attachments* by dragging and dropping or selecting the file from your drive. Note: an attachment is mandatory to complete the process.

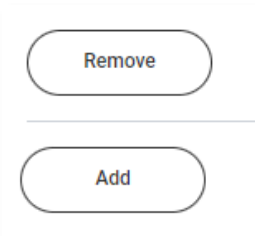
▼ Attachments

Drop files here

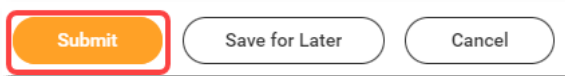
or

To clear all fields, click on *Remove*.

To add additional qualifications click on *Add*.



Click *Submit*.



Your Supervisor will receive an action to approve your request to add your qualifications (ensuring they are certified copies). If they require any additional information or have any queries, you will receive a notification to supply additional information.

On approval, you will receive a confirmation notification and can view your updated qualifications in your Workday profile under the *Career* section by selecting the *Qualifications* tab.

