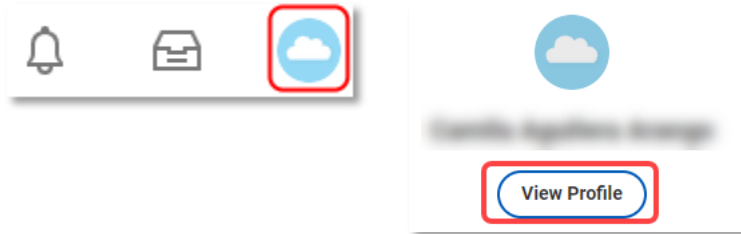
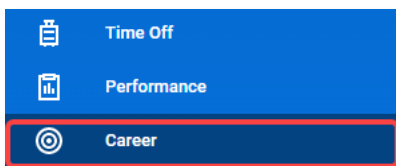


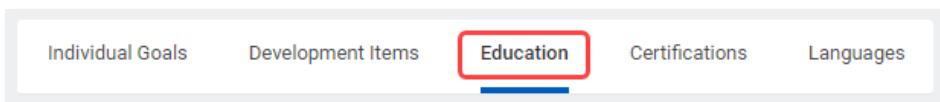
To record the formal qualifications, click on your *Profile Icon* and *View Profile*.



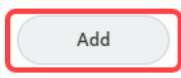
Select *Career*.



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

If you have obtained a qualification, select 'Yes' and specify the year of completion.

Add Education

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

Country	*	x Australia	:
School	*		:
If you can't find the School, check this box and enter it manually <input type="checkbox"/>			
Degree			:
Degree Received		select one	▼
Field of Study			:
First Year Attended		YYYY	
Last Year Attended		YYYY	
Grade Average			

If you have obtained a qualification select 'Yes' and specify the year of completion.

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**

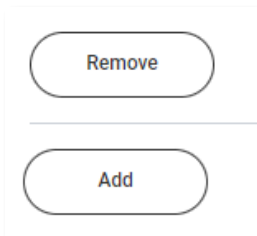
Drop files here

or

Select files

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.

