

Maintaining Your Professional Profile

To return to the *Workday Homepage*, click on the **Workday** icon at the top left of the screen.

Maintain Education:

Click on *Your Icon* in the top right hand corner of the *Workday Homepage*:

1. Click on the **View Profile** hyperlink under your name
2. Click on the **Career Tab**
3. Click on the **Education Sub-Tab**
4. Click **Edit** (if you do not yet have Education listed in Workday, click **Add**)

There are several fields on this page. Navigate through the appropriate fields to edit your education. When all additions and changes are complete, click **Submit** at the bottom of the page.

To return to the *Workday Homepage*, click on the **Workday** icon at the top left of the screen.

Maintain Languages:

Click on *Your Icon* in the top right hand corner of the *Workday Homepage*:

1. Click on the **View Profile** hyperlink under your name
2. Click on the **Career Tab**
3. Click on the **Languages Sub-Tab**
4. Click **Edit** (if you do not yet have Languages listed in Workday, click **Add**)

There are several fields on this page. Navigate through the appropriate fields to edit your spoken languages. When all additions and changes are complete, click **Submit** at the bottom of the page.

Maintain External Job History:

Click on *Your Icon* in the top right hand corner of the *Workday Homepage*:

1. Click on the **View Profile** hyperlink under your name
2. Click on the **Career Tab**
3. Click on the **External Job History Sub-Tab**
4. Click **Edit** (if you do not yet have External Job History listed in Workday, click **Add**)

There are several fields on this page. Navigate through the appropriate fields to edit your spoken languages. When all additions and changes are complete, click **Submit** at the bottom of the page.