Beginning January 1, 2024, Workday will be used to track the status of employee licenses and certifications. Workday will send automated reminders to employees and their supervisors when licenses/certifications are about to expire. Reminders will be sent 60 days prior to expiration, 30 days prior to expiration, and the day of expiration. Reminders will be sent directly to UVA email accounts from Workday and provide instructions for renewing your expiring license or certification.

Adding your license/certification(s) to your Workday profile can only be done via the your computer or laptop.

Contact **FM-Training@virginia.edu** for assistance.

## Add Your Licenses and Certifications to Your Workday Profile:

1. **Access the Workday homepage.**

    There are a variety of ways to access Workday. One easy way is through the UVA Human Resources website (https://hr.virginia.edu), and select the "**Workday Login**" button at the top of the screen:
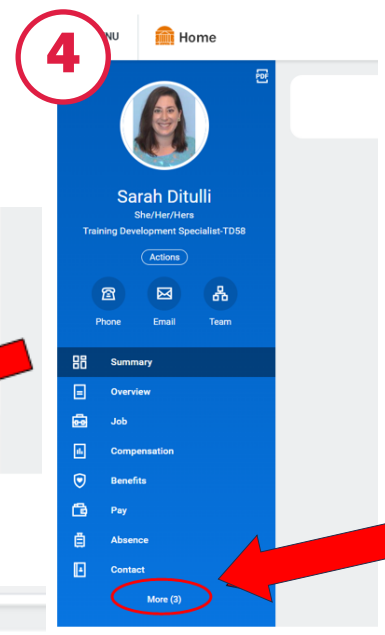

2. **Log in using your UVA Digital Certificate or your UVA Computing ID/Netbadge password** and follow the DUO login prompt.
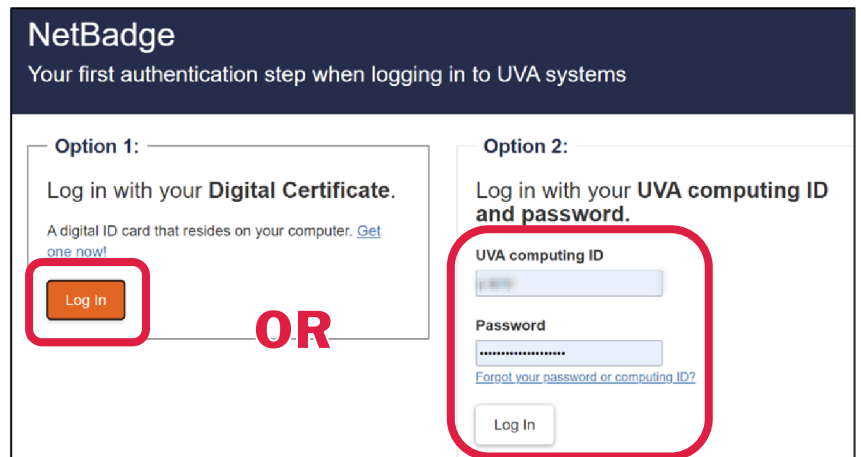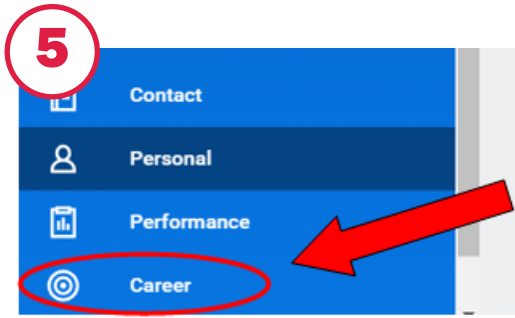
3. In the upper right corner of your Workday homepage, click on your icon and select the "View Profile". button.
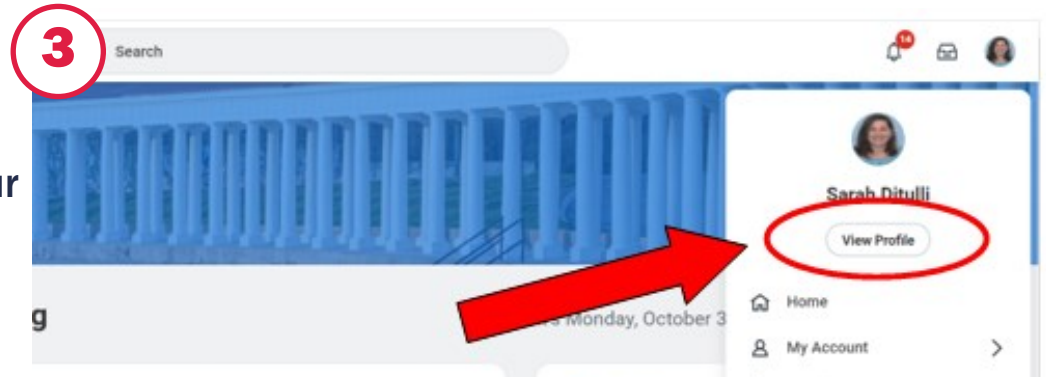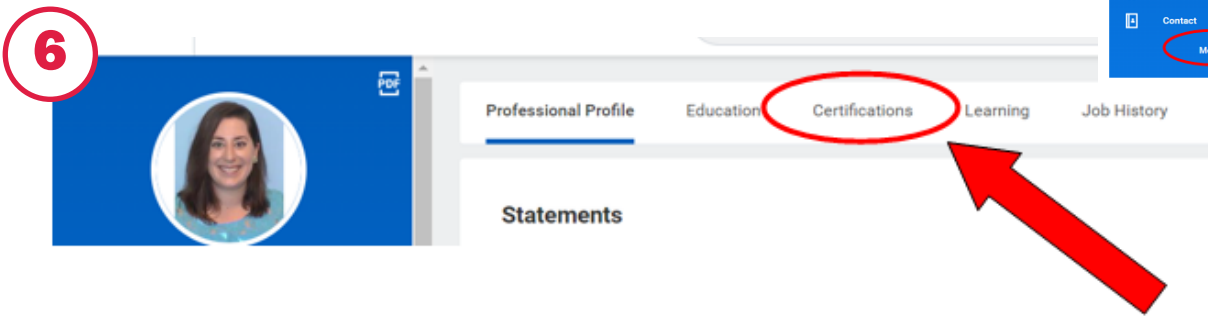
4. Along the left side of the page, under your profile picture, select "More" at the bottom of the list.

5. Select "Career" at the bottom of the list.

6. Along the tabs at the top of the page in the Career section. select "Certifications."

7. At the bottom of the Certifications page, click the "Add" button to begin adding your license/certification(s).

8. Add the information for your license/certification. In the "Certification" area, you may **search to find your license or certification type. TRADESPEOPLE** should search using the term **"Trade"** to find their license type. **There will be two options available:**

   1) **"Journey or master level license in a trade"** should be used if you only have one trade license.

   2) **"Journey or master level licenses in two or more trades"** should be used if you have more than one trade license.

9. **Attach a picture of your current license(s)/certification(s) and click "Submit."**

   If you hold more than one trade license, you will need to attach pictures of <u>all current licenses</u>.

10. **Click "Submit".**