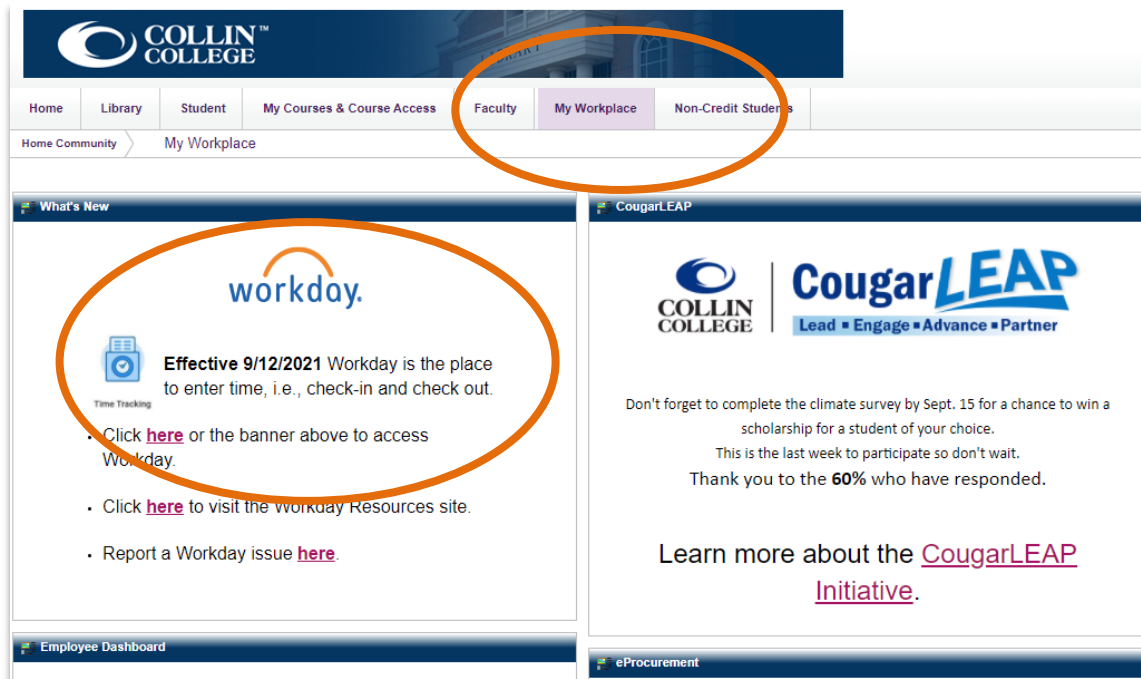
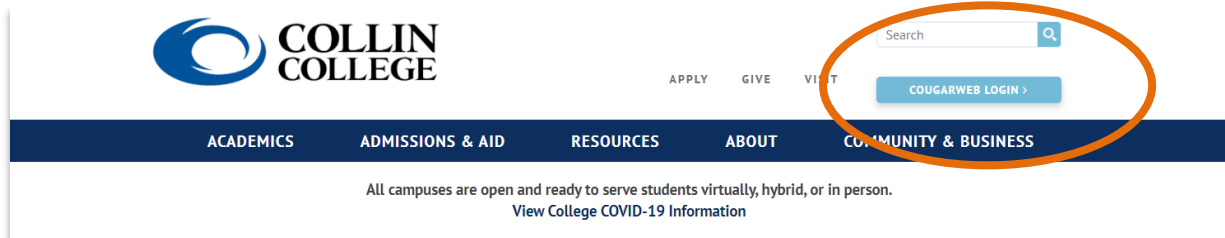


Performance: Add Training Records to Workday



ADD TRAINING TO WORKDAY

Log in to Workday from CougarWeb > My Workplace > Workday or via Collin.onelogin.com.

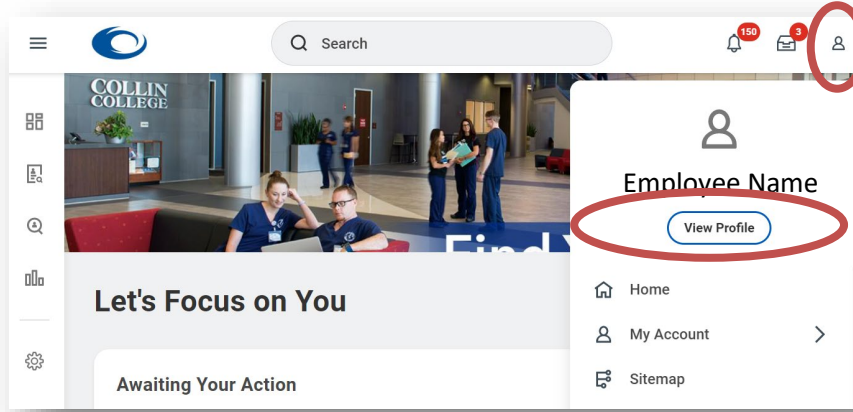


Performance: Add Training Records to Workday

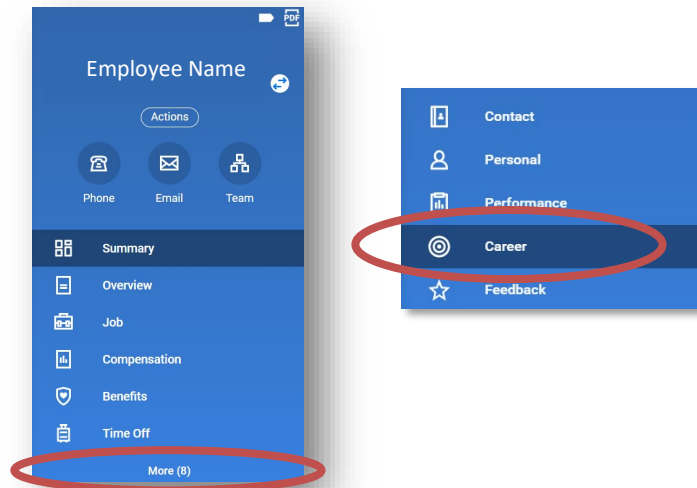


From the **Home** page:

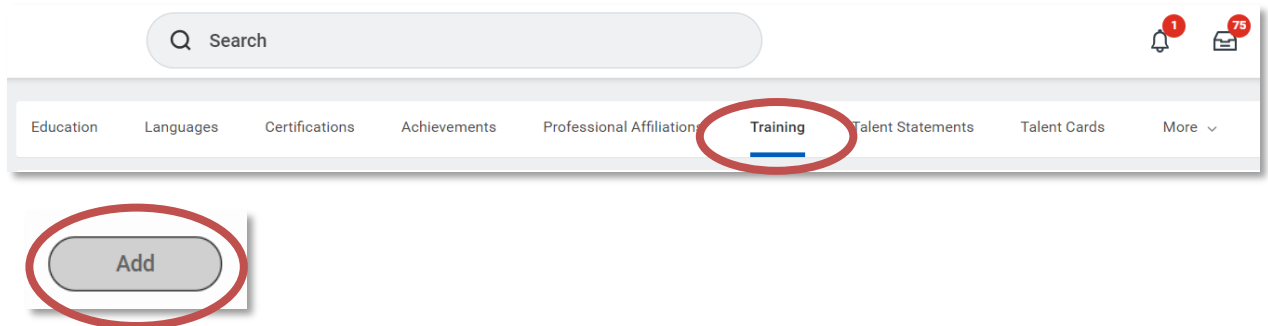
1. Click the **Profile** icon in the upper-right corner. Click **View Profile**.



2. Navigate to the blue rectangle on the left-hand side of the screen. Under **Actions**, select **Career**. You may have to click **More** and scroll down to show this option.



3. Click **Training**, and select **Add**.



Performance: Add Training Records to Workday



4. Enter the title of the training, conference, webinar, etc.

The screenshot shows the 'Add Training' form. At the top is a blue header with the text 'Add Training' and a three-dot menu icon. Below the header is a form with the following fields:

- Training**: A text input field with a red asterisk and a red circle around the label.
- Training Type**: A dropdown menu with 'select one' and a red asterisk.
- Description**: A large text area.
- Completed On**: A date picker with the format 'MM/DD/YYYY' and a calendar icon.
- Training Duration**: A text input field.

At the bottom of the form are two buttons: 'Remove' and 'Add'.

5. Select a **Training Type**.

The screenshot shows the 'Training Type' dropdown menu. The 'select one' option is highlighted with a blue background and circled in orange. Other options listed are Classroom, Compliance, Document Based, On the Job, and Web Based.

6. Enter a brief description, the date, and the duration of the training. Select **Submit** at the bottom of the screen.

The screenshot shows the bottom of the form with three buttons: 'Submit', 'Save for Later', and 'Cancel'. The 'Submit' button is highlighted with an orange background and circled in orange.