

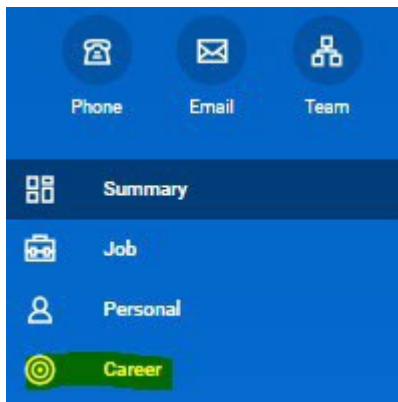
JOB AID - RCR CERTIFICATE

Upload RCR Certificate to Employee File in Workday

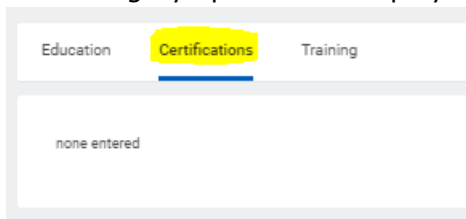
1. Go to the Workday URL sign on <https://workday.fau.edu>. Use your FAUNet ID username and password to login. You may be required to login using 2-Factor Authentication.
2. After logging in, your account will be displayed. From the top right-hand corner, select your profile picture and then "View Profile."



3. Category options will display on the left-hand side of the screen. Select, "Career."



4. Sub-category options will display horizontally. Select, "Certifications."





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5. From the bottom of the page, select "Add"



6. Complete the "Add Certification" section with the **required** information needed to submit:

- Certification** = RCR – CITI Training Requirement (type RCR for a shortcut)
- Issued Date** = Completion Date of Certificate
- Expiration Date** = Expiration Date of Certificate
- Attachments** = select the  to upload the official CITI Program Certificate

Add Certification Heather J. Saunders (Z00012814) 

Country

Certification


If you cannot find the certification, check here

Certification Number

Issued Date

Expiration Date

Attachments

 RCR Certificate.pdf
✓ Successfully Uploaded!

Comment

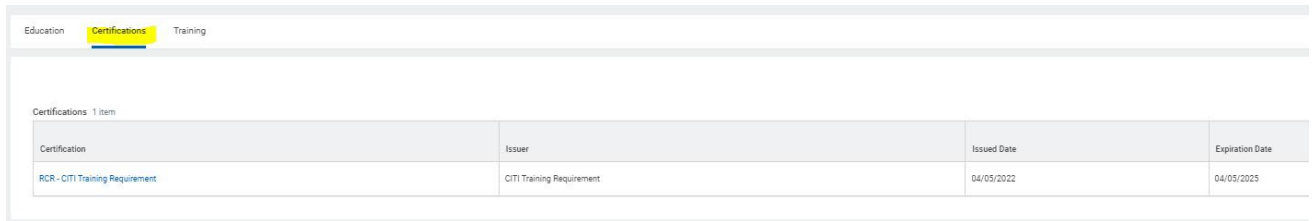
7. Select, "Submit" for review and approval by the RCR Certificate Reviewer



8. **PLEASE NOTE:** If the submitted request does not have the correct (1) Issued Date, (2) Expiration Date or (3) official CITI Program Certificate the request will be returned (sent back) for corrections and resubmission.

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9. Approved requests will display within the Certifications tab



The screenshot shows the 'Certifications' tab in a Workday interface. The tab is highlighted in yellow. Below the navigation tabs, there is a section titled 'Certifications 1 item'. Below this, a table displays the certification details.

Certification	Issuer	Issued Date	Expiration Date
RCR- CITI Training Requirement	CITI Training Requirement	04/05/2022	04/05/2025

10. If an employee is unable to upload their certificate, an HR Partner within the employee's designated supervisory organization may upload the RCR Certificate on the employee's behalf following the same instructions but from the employee's Workday employee file.
11. If you have any questions regarding the submission of a certificate, please contact Judith Martinez, Senior Operations Administrator at martinezj2012@fau.edu or 7-1383.