

Tip sheet: *Creating a Profile*

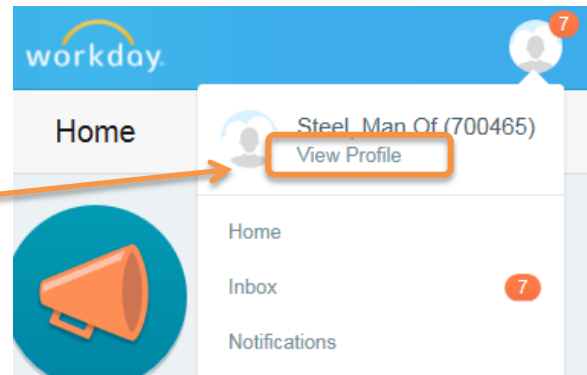
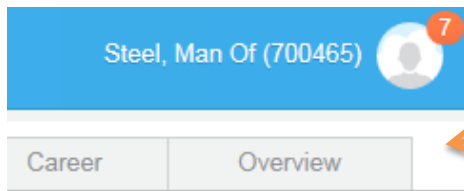
A Profile can be created one of two ways. First, you can import their LinkedIn profile to connect with their Workday profile. If you do not have a LinkedIn profile, the second option would be to create your Workday profile by manually entering the information.

From your home Dashboard:

Click on your name in the upper right hand corner to bring up your information.

Click **View Profile** under your name.

Select the **Overview** tab from the many options displayed.



Importing from LinkedIn:


The easiest way to complete this task is to click on the Import from LinkedIn button to the right of the screen.

This will automatically redirect to the LinkedIn website where it will ask you for permission to access your profile information. You will need to log in to your LinkedIn account.

Complete your profile in minutes.


[Import from LinkedIn](#)

Your Workday Profile would like to access some of your LinkedIn info:

 **YOUR FULL PROFILE**
Full profile including experience, education, skills, and recommendations

Sign in to LinkedIn and allow access:

<input type="text" value="Email"/>	<input type="password" value="Password"/>
Join LinkedIn	Forgot your password?
<input type="button" value="Allow access"/>	<input type="button" value="Cancel"/>



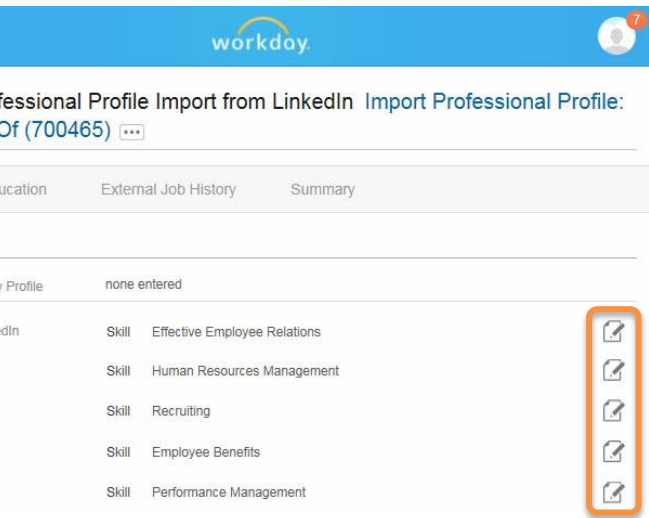
After logging in to LinkedIn, the information will automatically import into Workday and you will return to your Workday profile page. You will now have the opportunity to review this information.

Click on the Edit icon to open each item for editing. You can also remove entries from here.

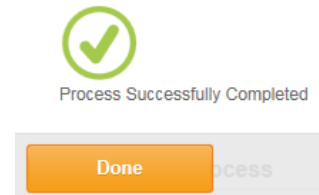
When you are done with this page, scroll to the bottom to find the orange **Next** button to advance through each section.

Note: You can also advance between sections by clicking on them in the navigation bar along the top.

When you have completed all four sections, click the green Submit button.



This will take you to a process confirmation screen where you should see the green check mark indicating you are done. Scroll to the bottom and click the orange **Done** button to end the task.



Manually Entering a Profile:

To manually enter your profile information, you will access it the same way by clicking your name, **View Profile** and then clicking the **Overview** tab.

You will need to go through each section and input the information by clicking the **+Add** link.

Add your Experience, Education and Skills by following the prompts in the screens as you progress through.

When you have finished and submitted, you will be taken to the process confirmation screen showing the green check mark. Click the orange **Done** button to close out the task.

