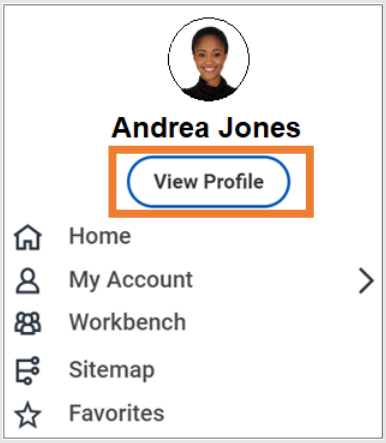
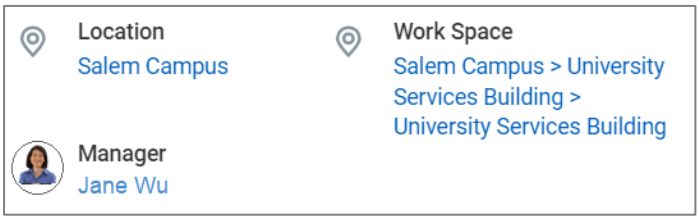
Introduction: Your Workday profile contains basic information about you and can be viewed by other employees. It's a good idea to review this information and make changes as desired.

1. To access your profile, click on the picture on the top right-hand of the screen next to your name and select **View Profile** from the drop-down menu. To access the profile of another employee, type their name into the search box at the top of the screen.



2. At the top of the screen a section displays your campus location, manager, and your work space location.



3. The next section contains Job Details and Contact Information. The list to the right describes the information displayed.

Job Details

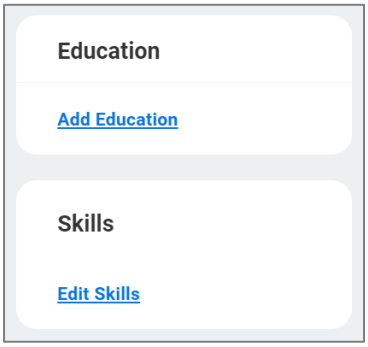
- Employee ID
- Supervisory Organization
- Position
- Business Title
- Job Profile
- Job Family
- Employee Type
- Time Type (full or part time)
- FTE (Full time equivalency percentage)
- Location (Portland or Salem Campus
- Work Space
- Hire Date
- Original Hire Date (if rehired)
- Continuous Service Date
- Length of Service
- Time in Position
- Time in Job Profile

Contact Information

- Work Phone
- Work Email
- Work Address

4. In addition to the pre-populated items, you have the option of entering your education record and the work skills you possess.

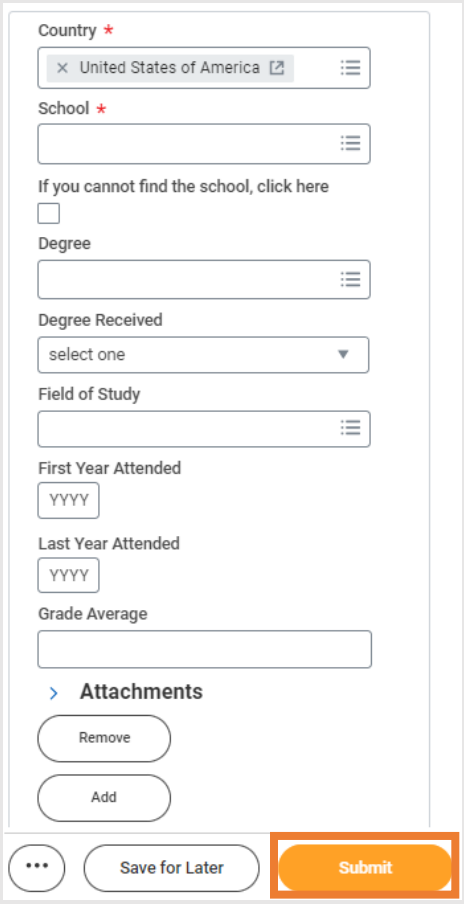
Click on the **Add Education** or **Edit Skills** links to add or change information in each section.

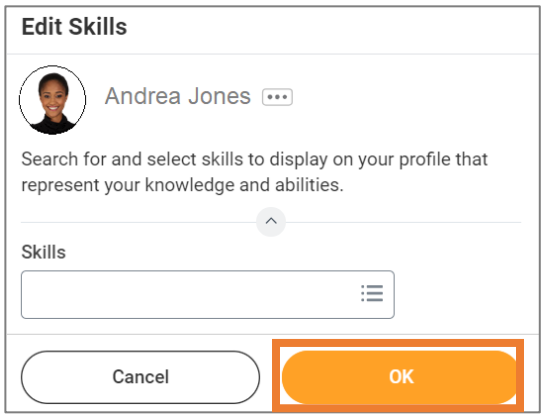


5. After selecting Add Education you will be presented with a form. The country defaults to the United States, but can be modified. The only other required information is the name of the school. You can add more information as desired.

To add another school, click the **Add** button at the bottom of the form, and another form will appear below it.

When done, click the **Submit** button.



6. After clicking edit skills you will be presented to the form shown at the right. Type in a skill in the Skills field to find it from an existing list. If the skill you wish to enter is not on the list, you can create a new skill. To add more skills, click in the Skills field again and repeat the process.

Click **OK** and then Done on the following screen displaying the skills you entered.