

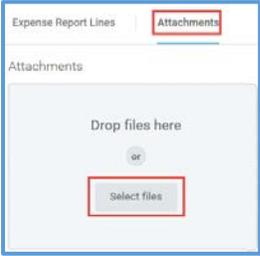
Attachments: How to attach a document in Workday

TASKS WITHIN THIS JOB AID

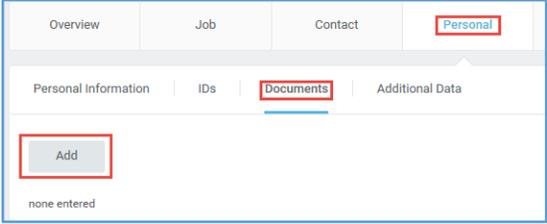
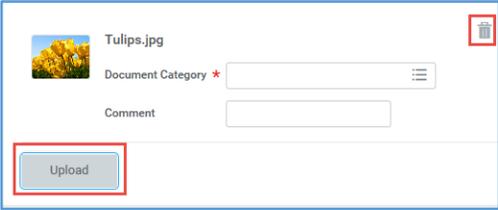
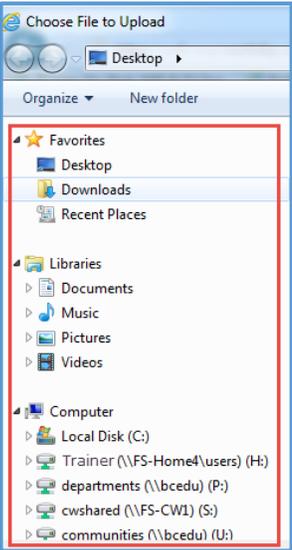
[Attach documents in different scenarios](#)

[Attach documents using the drag and drop method](#)

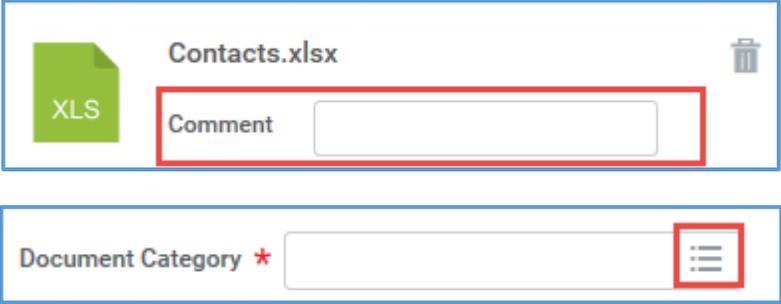
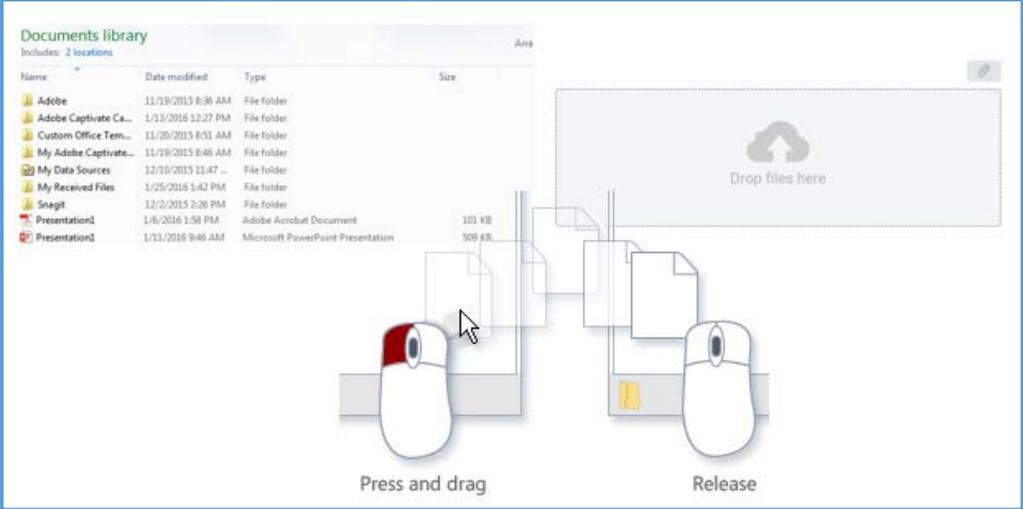
PROCEDURE

Step 1	Scan and save your documents on your computer	
Step 2	Login to Workday	
Note	Documents can be attached: <ul style="list-style-type: none"> ▪ In the business process ▪ In the documents section under Personal tab ▪ Under Attachment Tab 	
Step 3	Attaching documents in different scenarios:	
	Attaching Docs	Then
	In the Attachment Tab	<ul style="list-style-type: none"> • Click on Select Files to add a new document  <ul style="list-style-type: none"> • Click on Upload to add more document(s) • Click on  icon to remove a document
	View Profile > Overview > Certification Tab	<p>Click Add, enter required fields</p> <p>Click Attachments (Drop or select files)</p> <p>Submit</p>

Continued

	<p>In the document section under Personal Tab (Note: For HR use only).</p> <ul style="list-style-type: none"> From <i>View Profile</i>, click on Personal tab>Documents tab>Add  <ul style="list-style-type: none"> Click on Upload to add more document(s) Click on  icon to remove a document 
Step 4	<p>Choose File to Upload Window displays. Browse through your computer's folders and click to select the files you wish to attach. Multiple files can be selected by holding the CTRL key while clicking on each file. You may need to click on  icon to expand the folders to find your file.</p> 
Step 5	Click the Open or Choose File to attach the file



Step 6	<p>Once the document is attached, you may need to enter a comment or document category from the prompt  menu in Workday</p> 
Step 7	Review all attachments and click Submit/Ok or another similar button to attach the file(s) in Workday
Drag and Drop Method	
Note	Select one or more files and folders by using the drag-and drop method
Step 1	Select the document on your computer by clicking on it. Multiple files can be selected by holding the CTRL key while clicking on each file.
Step 2	With the left mouse button held down, move the mouse to Drop files here box
Step 3	<p>Release the left button on your mouse</p>  <p>Picture: www.microsoft.com</p>

