
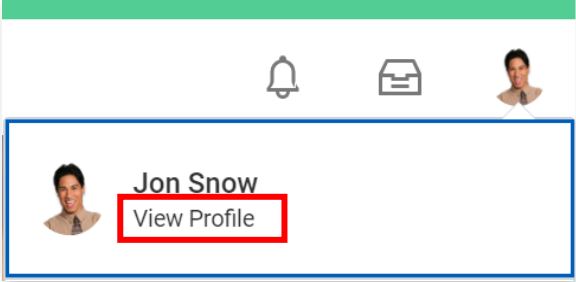
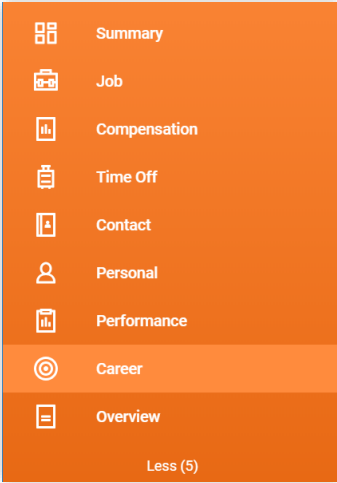
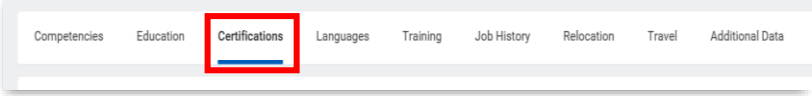
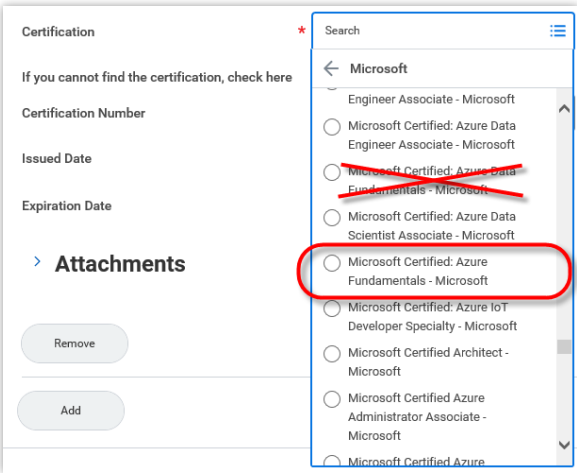
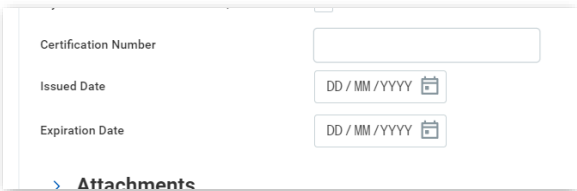
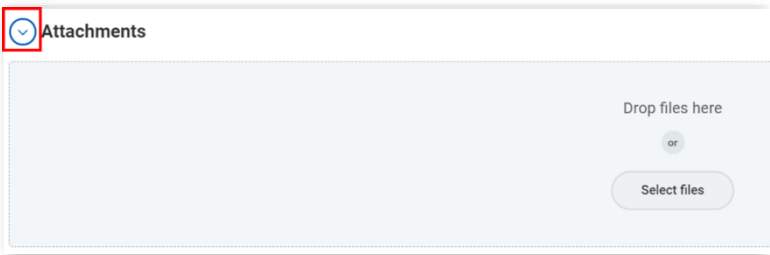


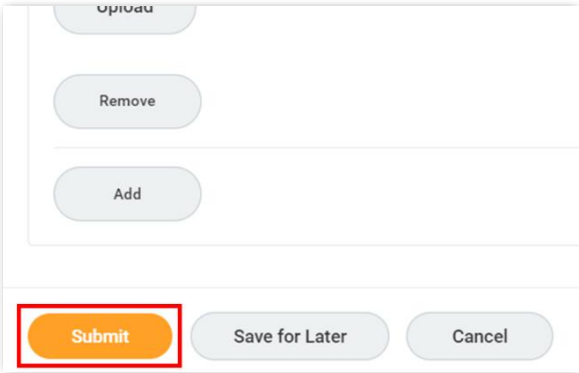
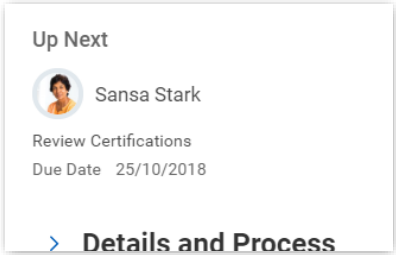
ENTERING YOUR CERTIFICATION IN WORKDAY – MICROSOFT AZURE FUNDAMENTALS

|   |   |  |
|---|---|--|
| 1 | In <a href="#">Workday</a> , in the upper-right corner, click on your photo or cloud icon.          |    |
| 2 | Click <b>View Profile</b> .   |    |
| 3 | Select <b>Career</b> from the left-hand menu.   |   |
| 4 | Click <b>Certifications</b> at the top.   |  |
| 5 | Click the <b>Add</b> button at the bottom left corner to add the new certification to your profile. |  |

ENTERING YOUR CERTIFICATION IN WORKDAY – MICROSOFT AZURE FUNDAMENTALS

|  |  |
|--|--|
| <p>6 Click the <i>Certification</i> field and then click <b>By Issuer</b>.</p> <p>Scroll down the list of issuers and click <b>Microsoft</b>.</p> <p>In the list of certifications, choose <b>Microsoft Certified: Azure Fundamentals - Microsoft</b>.</p> <p><b>**Common mistake – Do not choose Microsoft Certified: Azure Data Fundamentals – Microsoft, this is a different certification.</b></p> |    |
| <p>7 <b>IMPORTANT –</b><br/>DO NOT check the “If you cannot find the certification, check here” checkbox.</p>  |  |
| <p>8 Add the <i>Certification Number</i> in the text field provided.</p> <p>Use the calendar icons to enter the <i>Issued Date</i> and <i>Expiration Date</i> (if applicable).</p>   |   |
| <p>9 Click the arrow to the left of <i>Attachments</i> and then use the <i>Select files</i> button to upload the certificate provided by Microsoft (you can download this from your Microsoft account dashboard).</p>  |  |

ENTERING YOUR CERTIFICATION IN WORKDAY – MICROSOFT AZURE FUNDAMENTALS

|           |   |  |
|-----------|---|--|
| <p>10</p> | <p>After you have verified that all of the information is accurate, click the <b>Submit</b> button.</p>   |  |
| <p>11</p> | <p>The certification information will then be sent to your manager for verification.</p> <p>After it has been verified and approved by your manager, it will be forwarded to the Certification Administrator (Unisys University) for final approval.</p> <p>Click the <b>Done</b> button.</p> |  |
| <p>12</p> | <p>After the final approval, your new certification will appear in the list of certifications in your Workday profile.</p>  |  |