

Instructions on entering your driver's license in WORKDAY

Go to your Profile, click on Profile

Go to Personal

Click on IDs

Click on Edit from Dropdown menu choosing Change my license

Change My Licenses

Professional Certifications and Licenses
Certifications and licenses are credentials that demonstrate a level of skill or knowledge needed to perform a specific type of job. Certifications are issued by a non-governmental body, but licenses are awarded by a government agency and convey a legal authority to work in an occupation.

License Minimum Qualifications
If a specific license is a minimum requirement for your position, please upload your licenses here.

Enhancing Talent Profile
If your position does not require a license; however, you have a professional license you can still upload the license here to have it reflected on your talent profile.

Note:
If your License Issuing Authority is not available, select the "None of the above" option. If your License ID Type is missing, please contact HR.

Licenses 1 item

	*License ID Type	Class	Issued by Country / Issued by Country Region / Issued by Authority	Identification #	Issued Date
	<input type="text"/>	<input type="text"/>	<input type="radio"/> Issued by Country	<input type="text"/>	<input type="text" value="MM/DD/YYYY"/>

Select Driver's License as License ID Type

Enter Issued by Country, Country Region or Issued by Authority: Frequently used is the United States of America. If not United States of America, please use appropriate country or authority

For Identification#, enter Driver's License Number

Issued Date : Date driver's license was issued

Expiration Date: Date driver's license will expire.

In the Comment Section, please enter what state the driver's license was issued.

Download a copy of your driver's license, click on Submit.