

Updating Licenses in Workday

This SOP should be used for adding, editing or removing of any individual that is required by their role/job description to have a specific license or credential on file.

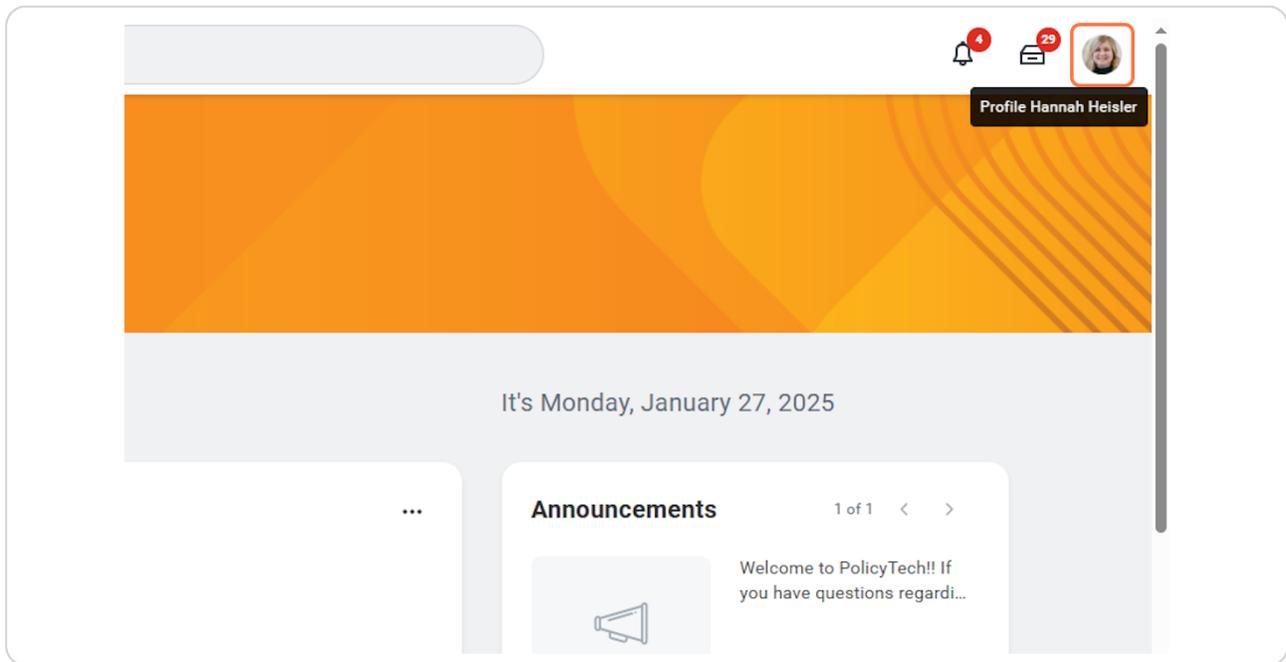
You MUST add documentation (screenshot/PDF/Word Doc./Photo) of the updated license or credential, including your name, license type and expiration date in the attachments section of each license. This is a Joint Commission and CARF regulation.

10 Steps [View most recent version](#) 

Created by	Creation Date	Last Updated
Alex Drabik	Jan 27, 2025	Jan 27, 2025

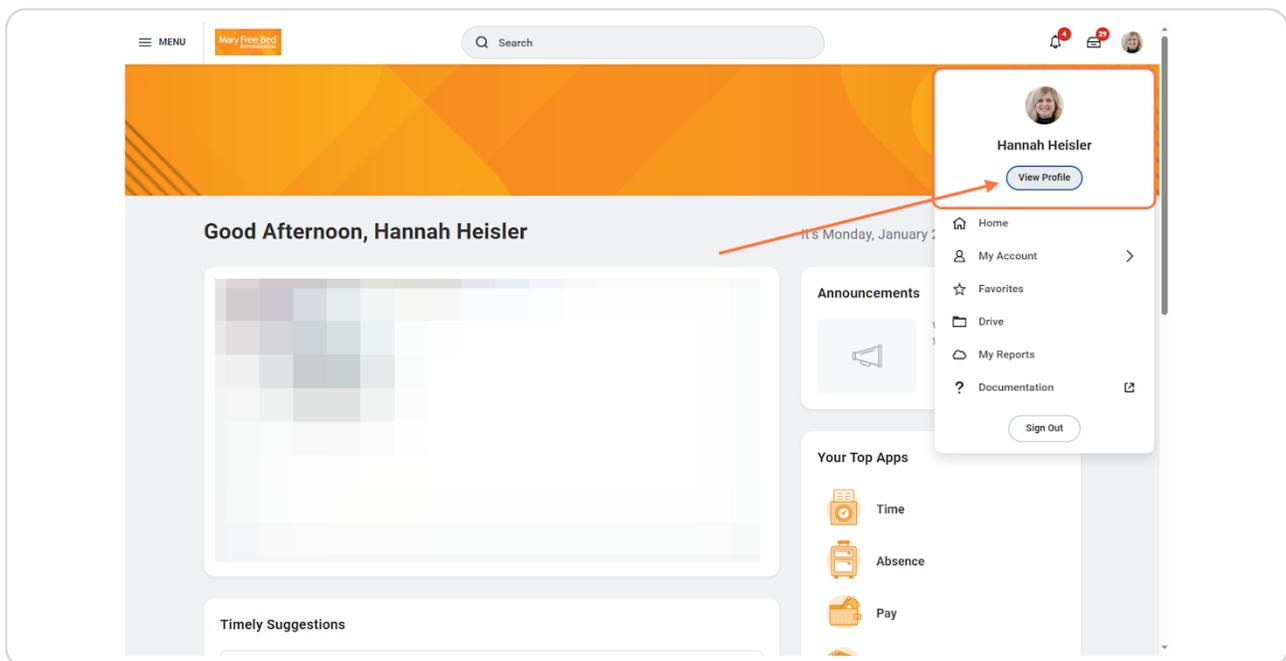
STEP 1

Click on Profile button in top right hand corner



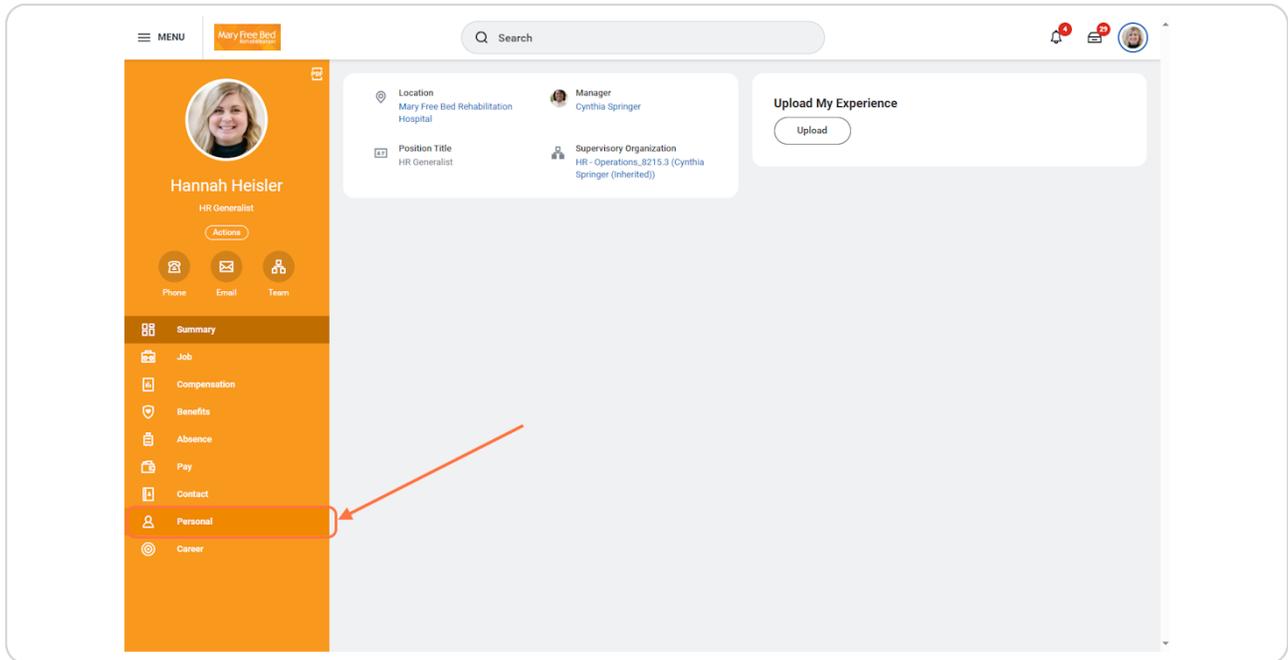
STEP 2

Click on "View Profile"



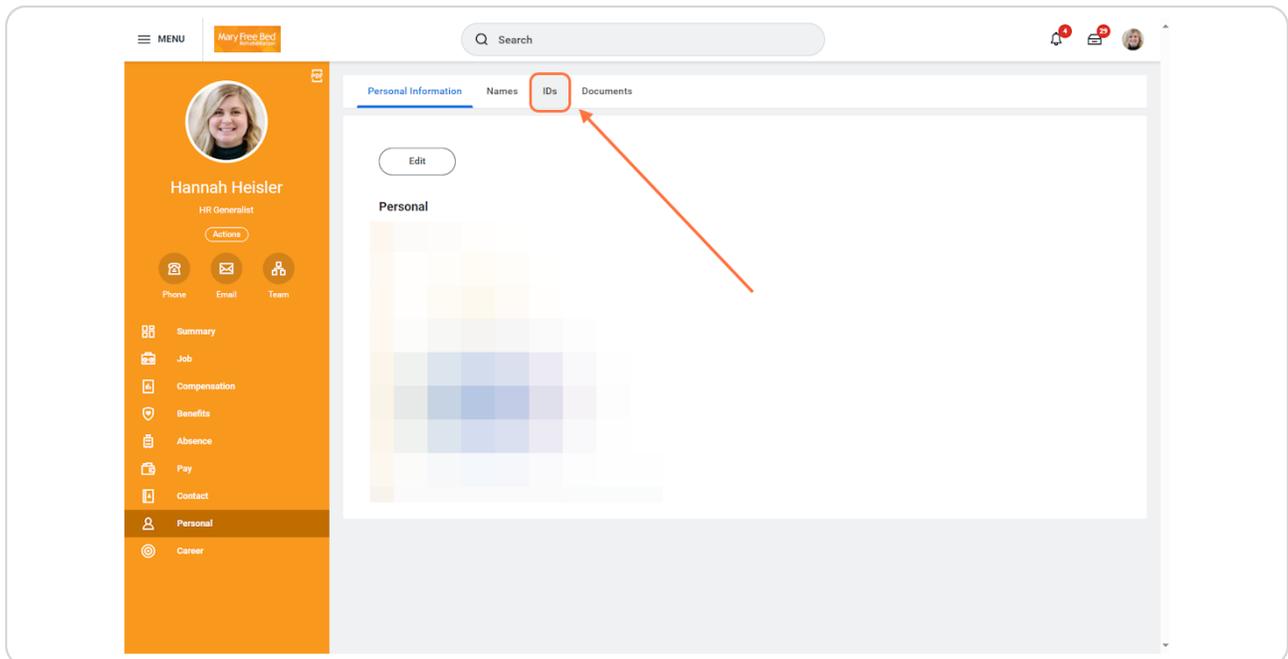
STEP 3

Click on Personal tab on the left-hand side of the screen



STEP 4

Click on IDs button to view your current information



STEP 5

Click on Edit arrow to view menu

Please note: if you are required/already have licenses in the system, they will show up in-between the National ID's box and the Other ID's box. Example does not show due to not having any current licenses.

The screenshot shows a user profile page for Hannah Heisler, HR Generalist. The page is divided into a left sidebar and a main content area. The sidebar contains navigation options: Summary, Job, Compensation, Benefits, Absence, Pay, Contact, Personal (highlighted), and Career. The main content area has tabs for Personal Information, Names, IDs, and Documents. The 'IDs' tab is active, showing two tables: 'National IDs' (1 item) and 'Other IDs' (2 items). The 'National IDs' table has columns for Country, National ID Type, Identification #, Issued Date, Expiration Date, Issued By, Series, and Ve. The 'Other IDs' table has columns for Other ID Type, Organization, Description, Identification #, Issued Date, and Expiration Date. An 'Edit' button with a dropdown arrow is located above the 'National IDs' table, highlighted with a red circle and a red arrow pointing to it.

STEP 6

Click on Change My Licenses button

This option can be used to Add, Edit or Remove licenses on your profile.

The screenshot shows a user profile for Hannah Heisler, HR Generalist, on the Mary Free Bed Association system. The profile is displayed in an orange sidebar on the left, with a navigation menu including Summary, Job, Compensation, Benefits, Absence, Pay, Contact, Personal, and Career. The main content area is titled 'IDs' and contains an 'Edit' dropdown menu. Below the menu, there are three buttons: 'Change My Government IDs', 'Change My Licenses', and 'Change My Other IDs'. The 'Change My Licenses' button is highlighted with a red box and an orange arrow. Below these buttons is a table with columns: Country, National ID Type, Identification #, Issued Date, Expiration Date, Issued By, Series, and Ve. Below the table, there is a section for 'Other IDs' with 2 items, containing columns: Other ID Type, Organization, Description, Identification #, Issued Date, and Expiration Date.

STEP 7

Click on the Plus button shown here to add a new certification or edit a current certification that will show in the menu.

You should be updating expiration dates to reflect renewals on current licenses, and those required by your role/job description.

The screenshot displays the 'Change My Licenses' interface for user Hannah Heisler. At the top, there is a navigation bar with a 'MENU' icon, the user's name, and a search bar. Below this is a header bar with the title 'Change My Licenses' and the user's name. The main content area shows a table titled 'Licenses' with 0 items. The table has the following columns: License ID Type, Class, Issued by Country / Issued by Country Region / Issued by Authority, Identification #, Issued Date, Expiration Date, and Verification Date. The table is currently empty, displaying 'No Data'. Below the table is a comment field with a profile picture and a text input box. Underneath is an 'Attachments' section with a 'Drop files here' area and a 'Select files' button. At the bottom, there are three buttons: 'Submit', 'Save for Later', and 'Cancel'. An orange arrow points from the 'Drop files here' area to the 'License ID Type' column header.

STEP 8

Fill out the License ID Type (drop down menu), Identification #, Issued Date (if available), and Expiration Date of the license you are adding, or edit the expiration date if you are renewing.

Change My Licenses Hannah Heister

Licenses 1 item

*License ID Type	Class	Issued by Country / Issued by Country Region / Issued by Authority	Identification #	Issued Date	Expiration Date	Verification Date
<input type="text"/>	<input type="text"/>	<input type="radio"/> Issued by Country <input type="radio"/> Issued by Country Region <input type="radio"/> Issued by Authority <input checked="" type="radio"/> None of the above	<input type="text"/>	<input type="text" value="MM/DD/YYYY"/>	<input type="text" value="MM/DD/YYYY"/>	8/1/27/2825

enter your comment

Attachments

Drop files here

or

Select files

STEP 9

Add screenshot/PDF/Word Document/Photo of ANY licenses or credential you are adding/updating. We MUST have documentation of any updates to licenses, or it will not be approved.

Attachments MUST include your name, license type and expiration date in the attachments section of each license for it to be approved. This is a Joint Commission and CARF regulation.

The screenshot shows a web form interface. At the top right, there are three radio button options: "Issued by Country Region", "Issued by Authority", and "None of the above" (which is selected). Below these are two empty text input fields. Underneath is a comment field with a placeholder "enter your comment" and a small profile picture icon. The "Attachments" section is highlighted with a red dashed border and contains a "Drop files here" area with a "Select files" button. An orange arrow points to the "Select files" button. At the bottom of the form are three buttons: "Submit" (blue), "Save for Later", and "Cancel".

STEP 10

Click on Submit at the bottom of the screen to submit to HR for verification.

Licenses 1 item

*License ID Type	Class	Issued by Country / Issued by Country Region / Issued by Authority	Identification #	Issued Date	Expiration Date	Verification Date
		<input type="radio"/> Issued by Country <input type="radio"/> Issued by Country Region <input type="radio"/> Issued by Authority <input checked="" type="radio"/> None of the above		MM/DD/YYYY	MM/DD/YYYY	01/27/2025

enter your comment

Attachments

Drop files here
or
Select files

Submit Save for Later Cancel