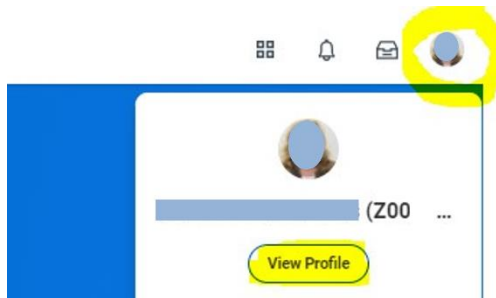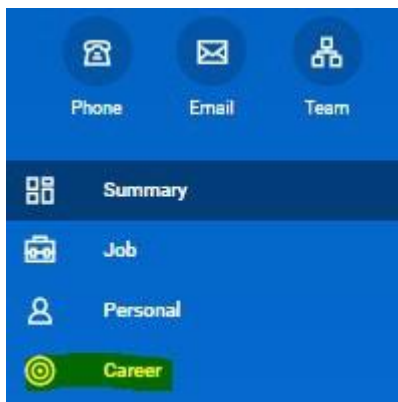## JOB AID - RCR CERTIFICATE

Upload RCR Certificate to Employee File in Workday

1. Go to the Workday URL sign on https://workday.fau.edu. Use your FAUNet ID username and password to login. You may be required to login using 2-Factor Authentication.

2. After logging in, your account will be displayed. From the top right-hand corner, select your profile picture and then "View Profile."

3. Category options will display on the left-hand side of the screen. Select, "Career."

4. Sub-category options will display horizontally. Select, "Certifications."

workday. EDUCATION
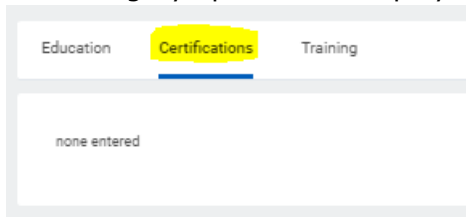
5. From the bottom of the page, select "Add"

> Add

6. Complete the "Add Certification" section with the **required** information needed to submit:

    a. **Certification** = RCR – CITI Training Requirement (type RCR for a shortcut)
    b. **Issued Date** = Completion Date of Certificate
    c. **Expiration Date** = Expiration Date of Certificate
    d. **Attachments** = select the ❯ to upload the official CITI Program Certificate

Add Certification Heather J. Saunders (Z00012814) ⋯

Country	✕ United States of America
Certification	✕ RCR - CITI Training Requirement
If you cannot find the certification, check here	☐
Certification Number	
Issued Date	04/07/2022
Expiration Date	04/07/2025

Attachments

PDF — RCR Certificate.pdf ✓ Successfully Uploaded!

Comment

7. Select, "Submit" for review and approval by the RCR Certificate Reviewer

> Submit

8. **PLEASE NOTE: If the submitted request does not have the correct (1) Issued Date, (2) Expiration Date or (3) official CITI Program Certificate the request will be returned (sent back) for corrections and resubmission.**

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9. Approved requests will display within the Certifications tab

10. If an employee is terminated or is unable to upload their certificate, an HR Partner within the employee's designated supervisory organization may upload the RCR Certificate on the employee's behalf following the same instructions but from the employee's Workday employee file.

11. If an employee does not have a CITI Certificate but has an approved, "**RCR Training Exemption Request**" complete the "Add Certification" section with the **required** information needed to submit:
    a. **Certification** = RCR – CITI Training Requirement (type RCR for a shortcut)
    b. **Issued Date** = Dr. Flynn's signature date from the exemption request
    c. **Expiration Date** = award end date listed on exemption request
    d. **Attachments** = select the ⌄ to upload the approved RCR Exemption Request

12. Select, "Submit" for review and approval by the RCR Certificate Reviewer

13. If you have any questions regarding the submission of a certificate, please contact Judith Martinez, Senior Operations Administrator at martinezj2012@fau.edu or 7-1383.