# Interim Process
# How to add PRD documents to Workday

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| 1 | Click on your **Profile icon** from the Workday home page and select **View Profile**.<br><br>View Profile |
| 2 | Select **Career**.<br><br>◎ Career |
| 3 | Select **Certifications** from the menu bar across the top of the screen.<br><br>Individual Goals   Development Items   Education   Certifications   Languages   Jobs   Talent Pools for Worker |
| 4 | Click **Add**.<br><br>Add |
| 5 | In the **Certification** field, type 'Performance' and click Enter to select **Performance Review and Development – Flinders University** as the certification type.<br><br>Certification   *   Search ☰<br><br>Alternatively, click on the ☰ icon in the **Certifications** field and select **All** to browse the list of available certifications to add to your record.<br>Select **Performance Review and Development – Flinders University**.<br>*Note:* No other details are needed to be added to successfully add your PRD document(s). |
| 6 | Expand the **Attachments** section to drag and drop your PRD document(s) in the area indicated on screen or click **Select files** to browse for the relevant document(s) to add.<br><br>Drop files here<br>or<br>Select files<br><br>Note: Multiple documents can be dropped into the attachments section or selected from your network location. Training Needs documents can also be added here. |
| 7 | Select **Upload** when **ALL** documents have been added.<br><br>Upload<br><br>*Note:* Once documents are uploaded, they are unable to be edited (documents are unable to be deleted or additional documents added).<br>You can view certifications in your profile under the **Career** section by selecting the **Certifications** tab. |