
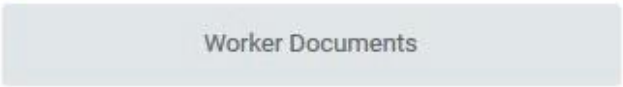
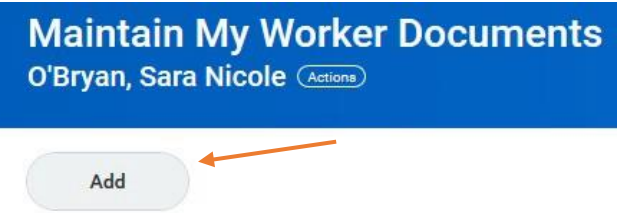
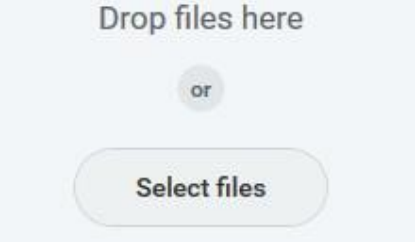
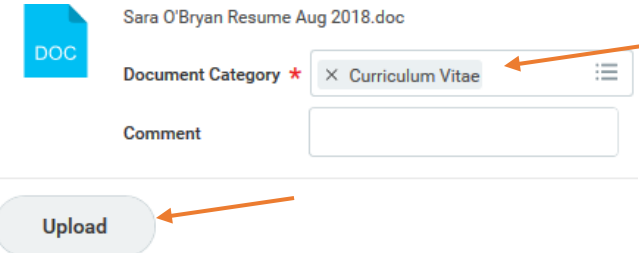


## Uploading FAR/CV Instructions in Workday

<p><b>1. Log in to Workday</b></p>	<p><a href="https://www.myworkday.com/yale/d/home.html">https://www.myworkday.com/yale/d/home.html</a></p>
<p><b>2. Under 'Applications', click on 'Personal Information'</b></p>	 <p>Personal Information</p>
<p><b>3. Under the View Column, click More</b></p>	<p>More (2) ←</p>
<p><b>4. Click on Worker Documents</b></p>	 <p>Worker Documents</p>
<p><b>5. Click the 'Add' button to upload documents</b></p>	 <p>Maintain My Worker Documents O'Bryan, Sara Nicole <span>Actions</span></p> <p>Add ←</p>
<p><b>6. Drag and drop where it states 'Drop files here', or click the 'Select files' button to upload your FAR and CV.</b></p>	 <p>Drop files here or Select files</p>
<p><b>7. Click in the dropdown menu to find and assign the proper document categories: 'Faculty Activity Report' and 'Curriculum Vitae'.</b> <b>*note: leave Comment field blank.</b> <b>Click Upload button to submit.</b></p>	 <p>Sara O'Bryan Resume Aug 2018.doc DOC</p> <p>Document Category * X Curriculum Vitae ←</p> <p>Comment</p> <p>Upload ←</p>

**\*Please note:** The FAR and CV will display immediately after submission in the Worker Documents list, which is immediately viewable. You may view/edit your documents at any time. There is no email confirmation for submission.