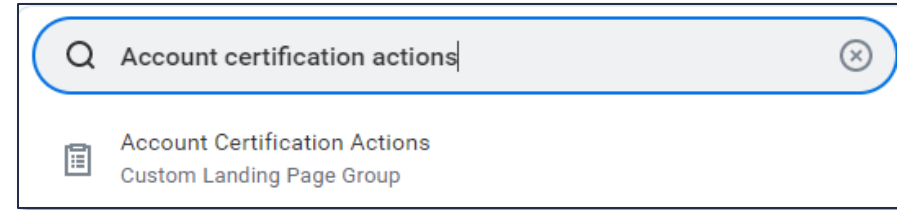


How do I find my Account Certifications in Workday?



Access the Account Certification Actions –
From the global search on Workday homepage.

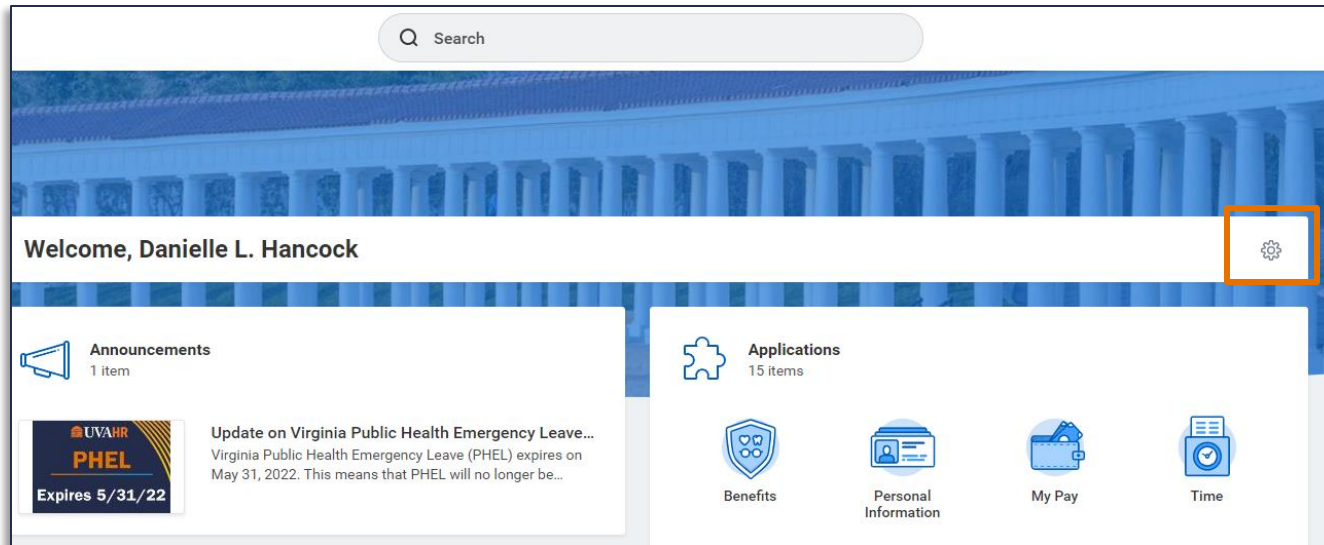


OR

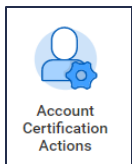
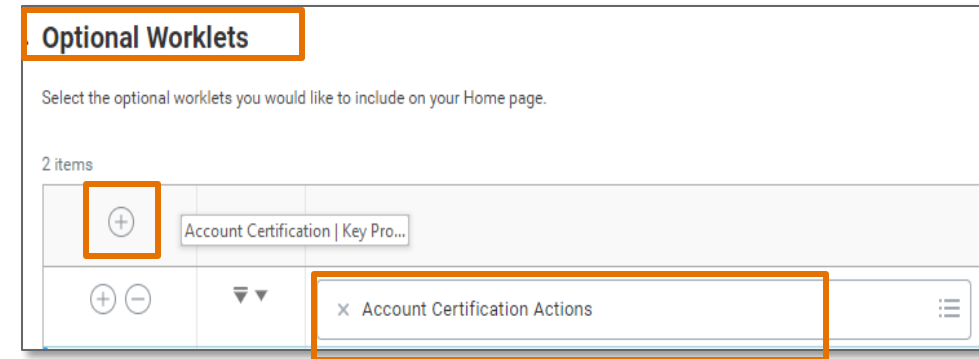


Access the Account Certification Actions Worklet

1. Select **Gear** icon on your Workday homepage.



2. Select + (add) under **Optional Worklets** to add a worklet. Then type **Account Certification Actions** in the newly created field and select **OK**.



Once added, the **Account Certification Actions** worklet will now display under **Applications** on the Workday homepage.