How to:
Upload BLS/ACLS/PALS eCards to Workday

1. Log into Workday

2. View Your Profile
   a. Click on your Picture in the top right corner
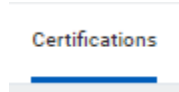   b. Click on   View Profile

3. Go to the Career Tab
   a. You will find this listed on the left-hand side of your screen under your name
   b. Click on   ◎ Career

4. Go to the Certifications Tab
   a. Find this tab located on the top of the web page
   b. Click on   Certifications

5. Review the Certifications that are listed under the Certification Tab
   a. DO NOT Duplicate any records
      i. If the record of the course completion is under the Certification Tab, DO NOT upload your eCard as this will create a duplicate entry.

6. To **ADD** a BLS/ACLS/PALS course completion to your Certification Tab
   a. At the bottom of the page, click on   Add

7. Fill in the REQUIRED information
    a. Certification (you will need to type BLS, ACLS or PALS to populate your options)
        i. BLS – Select one of the following ONLY (DO NOT SELECT OTHER BLS OPTIONS)
            1. Basic Life Support (BLS) – American Heart Association - AHA
            2. Basic Life Support (BLS) – American Red Cross - ARC
        ii. ACLS -- Select one of the following ONLY (DO NOT SELECT OTHER ACLS OPTIONS)
            1. Advanced Cardiac Life Support (ACLS) – American Heart Association -AHA
            2. Advanced Cardiac Life Support (ACLS) – American Red Cross - ARC
        iii. PALS -- Select one of the following ONLY (DO NOT SELECT OTHER PALS OPTIONS)
            1. Pediatric Advanced Life Support (PALS) – American Heart Association - AHA
            2. Pediatric Advanced Life Support (PALS) – American Red Cross - ARC
    b. Certification Number
        i. AHA eCards
            1. Use the eCard Code
        ii. ARC eCards
            1. Use either the Certificate ID or the ID # under the QR code
    c. Issued Date
        i. Must match the Issued Date or Completion Date on the eCard
    d. Expiration Date
        i. Must match the Expiration Date on the eCard
    e. Attachment (MUST upload a copy of your eCard)
        i. Click on Attachment
        ii. Select the file to upload
        iii. Click Upload

8. Click Submit
    a. You will find this at the bottom of the screen
    b. Click on   **Submit**

9. Life Support Learning Center will review for approval
    a. If the eCard does not meet Policy 0265 requirements, inaccurate information or there are discrepancies – you will be notified via Workday.

If you have any questions or are unsuccessful in uploading your BLS/ACLS/PALS eCards to the Certification Tab in Workday, feel free to contact the Life Support Learning Center.

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