

Adding a Certified Public Manager (CPM) certificate to your Workday@OK profile

Option 1: Upload your certificate manually:

1. Access your profile in Workday@OK.
2. Select the **Career** tab on the left side of your profile.
3. Navigate to the **Certifications** section.
4. Select the **Add** button in the bottom left corner of the page.
5. In the **Certification** field, search for: **Certified Public Manager® - National Consortium of Certified Public Managers**.
6. For the **Issued Date**, enter the date of your graduation from the CPM program.
7. Upload your CPM certificate of completion under **Attachments**.
8. Select **Submit**.
9. Once you have submitted your certification, it will go to your supervisor for final approval before it is visible on your Workday@OK profile.

Option 2: Submit a request via the ServiceNow (SNOW) portal:

1. Select this [link](#) to access the SNOW request form.
2. Select the **Certification Request** catalog item.
3. Please attach your CPM certificate of completion to the request.
4. Complete the necessary fields and select **Submit**.
5. Your request will be routed directly to Statewide Learning Services, and a member of the team will follow the necessary steps to add your certification to your Workday@OK profile. Once added, the certification will go to your supervisor for final approval before it is visible on your Workday@OK account.

If you experience any issues with either of these methods, submit a [SNOW request](#) specifying your issue.