

Austin Community College

WORKDAY: Adding Credit to Your Training Record

Questions? Email us!
staffpd@austincc.edu

Adding PD Credit

Step #1

- Click on your profile in the upper right hand corner



Step #2

- Click the View Profile Bar

View Profile

Step #3

- Select Career in the profile panel on the left

Career

Step #4

- Click the Training tab on the top row

Training

Step #5

- Click the Add button at the bottom

Add

- Fill out the required form fields (see below)

Training- AY 26: Mini Dev Day
Type- Conference
Duration- Up to five hours
Description- Informational development workshops

- Click the Submit button

Submit