Getting Started: View & Update Licenses, Certificates & Permits

**View information on your Licenses**

From your Home page:

1. Click your picture (or the Cloud icon) in the upper right hand corner of the screen.

2. Click the View Profile option.

Your screens and processes may vary from those described here.
Getting Started: View & Update Licenses, Certificates & Permits

3. Click the Career option.

4. From the Certifications tab you are able to view all current Certifications, Licenses and Permits.

Adding License and Certificate Information

The Ohio Department of Education will send certifications of employees sponsored by the Cleveland Metropolitan School District directly to the District. Upon receipt, a member of the Talent department will enter this certification information directly into Workday. A copy of the certification will also be sent to the employee’s email address included on their application.

Employees certified from an outside entity must scan and email their certification information to licensing@clevelandmetroschools.org. A member of the CMSD licensing team will add their certification to Workday.