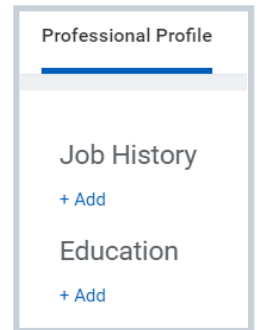


## Step 1: Make sure your information is up-to-date:

1. Open Workday (<https://wd5.myworkday.com/usecology/login.html>) and sign in, if needed.
2. Click on the cloud icon in the top right corner. This is where your profile is located. Click **View Profile**.
3. Click **Career** in the blue left-hand menu. You may have to click "More" to see the full list of options in the menu.
4. From here, you can manually add your information and/or upload a resume.
  - On the **Professional Profile** tab, use the **+ Add** links to edit each category, or click the upload button to upload documents.
  - On the other tabs, click the **Edit** or **Add** button at the bottom of the window to edit your information.
5. Return to the Home screen by clicking the Workday logo in the top-left corner.



## Step 2: Find and apply for a job:

1. Click on the **Career** application on the right side of your Home screen.
2. Under **Actions**, click **Find Jobs**.
3. View open positions, or use filters on the left to narrow your search. You can also enter keywords in the search field to find relevant positions.
4. Click the [blue position title](#) you are interested in to view the job description.
5. Click the orange **Apply** button, and follow the prompts to submit your information.

