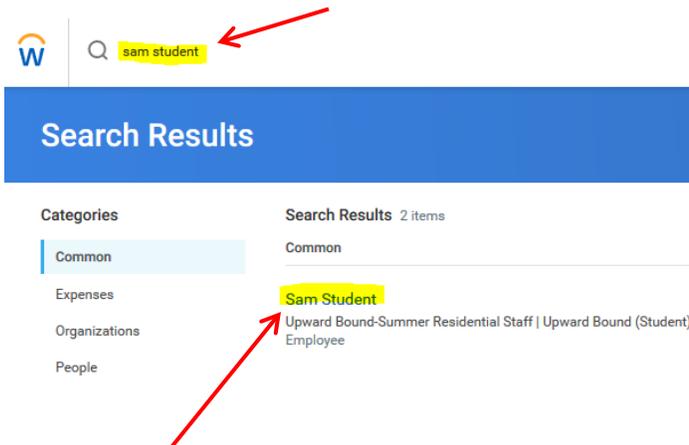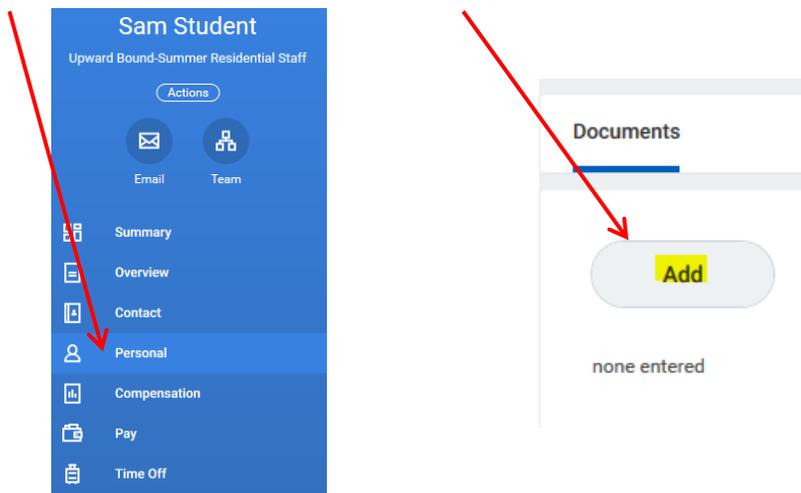# Uploading a Signed Confidentiality Agreement

1. Scan signed confidentiality agreement and have the electronic form readily available to upload from your desktop or designated electronic folder.

2. Open Workday and type the student's name in search box to find their profile.
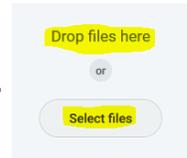
3. Click the student's name to open their profile.

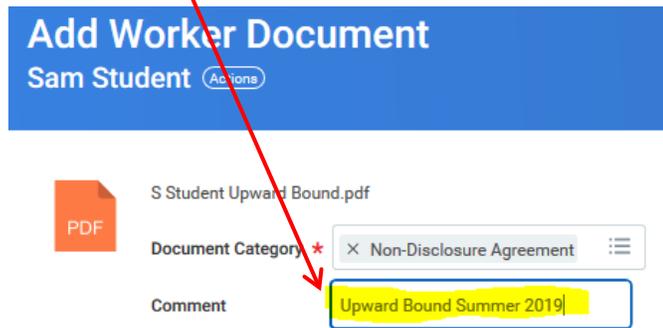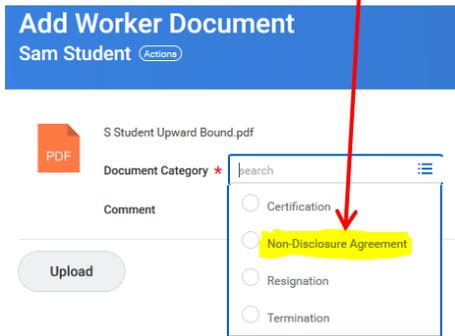4. Click on **Personal** on the left sidebar > Click **Add**

5. Drag and drop or click select files and attach scanned copy of confidentiality agreement.

6. Select Non-Disclosure Agreement & type in the Comments box - Department, Timeframe (fall, spring, summer) and Year when the student signs the agreement.

7. Click OK.   **OK**

A confirmation screen shows that the signed agreement has been successfully uploaded. **You're Done!**