



Entering Credentials in Workday as a Concurrent Enrollment Instructor



Job Aid

Last updated: October 2025



Entering Credentials

Job Aid

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Introduction

This job aid is intended for **Concurrent Enrollment (CE) Instructors**. It walks through the steps necessary to create a system user ID (StarID), login to Workday for the first time, and enter credentials in Workday.

In this document, you will see Workday screenshots that vary in color depending on the institution. Please note, Workday also performs frequent updates that may affect what you see on the page. Actions and process steps may have been updated to better align with business objectives.

Keep in mind, for confidentiality purposes, all personal identifiable information (PII) such as names, employee ID numbers, and contact information was reorganized in random order (scrambled), or blurred, to eliminate sensitive data.

If you encounter any accessibility barriers, please contact the Workday Training Team at NextGenTraining@minnstate.edu so we can address them.

Process Overview

Key Terms

- StarID
 - A system user ID unique to each individual. It is used as a username to log into multiple platforms, including Workday.
- Credentialing
 - The process of verifying and assessing an individual's qualifications, education, experience, licenses, and certifications to ensure they meet the required standards pertaining to their position and/or teaching responsibilities.
- Credential Field
 - The academic area in which the instructor is evaluated.

Process

1. CE Instructors will receive a welcome email in their personal email with instructions to create their system user ID (StarID).
2. CE Instructors will receive instructions in their personal email to set up Multi-Factor Authentication and log into Workday. If you do not receive an email, please contact your supervising concurrent program director or your concurrent enrollment institution's HR for assistance.
3. Add credentials relevant to your discipline and teaching responsibilities to Workday in a timely manner as a part of your onboarding task. Failure to provide data needed to successfully complete a credentialing evaluation will result in a delay or withdrawal of an offer.
4. Once your credentials are posted in Workday, you may edit and include additional information from the My Credentials page for any credential record with an In Progress status.
5. CE Instructors will proceed with submitting their Evaluation Requests.
6. CE Instructors may view their completed evaluations on the Evaluations tab within My Credentials.

01 | Create System ID (StarID)

You will receive an email in your personal email with the subject line: *Welcome to Minnesota State! Information needed for system access*. This email contains a link created specifically for you and your role at Minnesota State and will direct you to create your system user ID and affiliation. Please read the email carefully to complete the steps required to create a StarID. Please note that the personalized link in the welcome email expires after one year. After creation of your StarID please wait a minimum of one hour to allow the system to update before moving on to the next step.

Note: If you do not receive an email, please contact your supervising concurrent program director or your concurrent enrollment institution's HR for assistance.

02 | Set up Multi Factor Authentication and Login to Workday

Once you have created your StarID, you will receive an email with the subject line: *You have activated your StarID*. This email contains [instructions on setting up Multi Factor Authentication \(MFA\)](#) and logging into Workday for the first time. MFA needs to be set up before you can login to Workday. Use your StarID@minnstate.edu as your username.

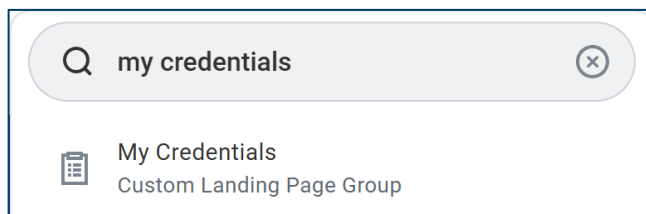
Once you have enrolled in MFA, please access the [Workday Login Page](#) using your username (StarID@minnstate.edu), your StarID password, and MFA credentials at your earliest convenience to complete assigned onboarding tasks specific to your role at the institution.

We recommend bookmarking [the link to Workday](#) for easy access.

Note: If you do not receive an email, please contact your supervising concurrent program director or your institution's HR for assistance.

03 | Add Credentials

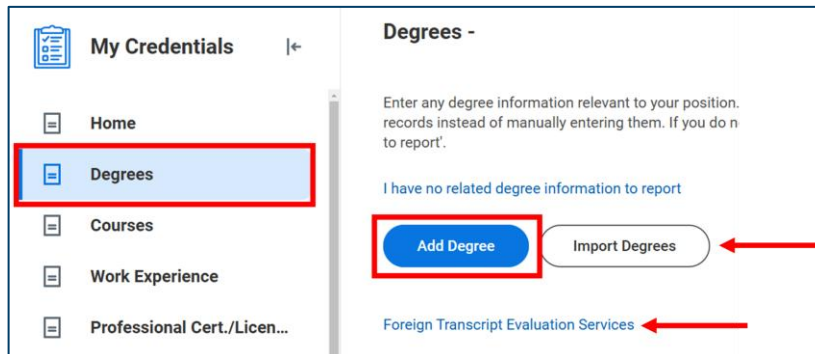
Step 1. Find **My Credentials** app using the search bar.



Note: Ensure you review the minimum requirements for your discipline and/or teaching responsibilities in [Credential Fields](#) and enter your credentials according to the qualifications listed for your discipline and/or teaching responsibilities. Please note the minimum qualifications for Concurrent Enrollment Instructors can vary by institution. For additional guidance, please consult with your supervisor/hiring manager or supervising concurrent program director.

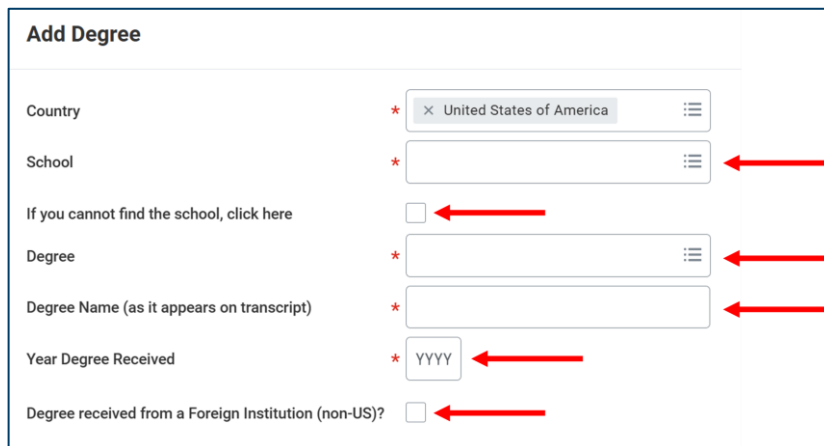
Continued on next page.

Step 2. Select the **Degrees** tab on the left pane. On this page, you can enter relevant degree information pertaining to your position and/or teaching responsibilities. You may select **Import Degrees** to add any Minnesota State college and/or university degree records. Note that you can access the Foreign Transcript Evaluation Services link if you need to review a list of agencies that provide evaluation services. Click **Add Degree** to add a degree in the My Credentials page.



The screenshot shows the 'My Credentials' interface. On the left sidebar, the 'Degrees' tab is highlighted with a red box. In the main content area, the 'Degrees -' section contains instructions and two buttons: 'Add Degree' (highlighted with a red box) and 'Import Degrees' (indicated by a red arrow). Below these buttons is a link for 'Foreign Transcript Evaluation Services' (also indicated by a red arrow).

Step 3. Complete the required fields and select the checkboxes if applicable.



The screenshot shows the 'Add Degree' form. Red arrows point to the following fields: 'Country' (dropdown menu showing 'United States of America'), 'School' (text input), 'Degree' (dropdown menu), 'Degree Name (as it appears on transcript)' (text input), 'Year Degree Received' (text input with 'YYYY' placeholder), and 'Degree received from a Foreign Institution (non-US)?' (checkbox).

Continued on next page.

Step 4. Select the proper **Award Type** and complete the required fields. Once you have entered your information, click **Submit** to send the record for review and approval.

Degree Awards

Award Type	* select one	←
Field of Study	*	←
Field of Study (as it appears on transcript)	*	←
Date Award Received	* MM/DD/YYYY 	←
Emphasis #1		
Emphasis #2		
Emphasis #3		
Remove		
Add		

Continued on next page.

Step 5. Once your degree information is submitted, a table with the column Reviewed Status will appear on the My Credentials page.

Colorado Technical University (Bachelor of Elective Studies) 2010 1 item					
Reviewed Status	Award Type	Field of Study	Date Award Received	Emphasis	
In Progress	Major	Technical and Scientific Communication	01/01/2011		<button>Edit</button>

Step 6. If your degree(s) alone do not satisfy the minimum qualifications for your position and/or teaching responsibilities, but you have completed relevant coursework, you must enter course information to demonstrate your qualifications. Add any relevant courses to the **Courses** tab by clicking **Add Course**. If applicable, you have the option to import courses for any Minnesota State coursework by clicking **Import Courses**.


My Credentials

Home

Degrees

Courses

Work Experience

Professional Cert./Licenses

eTranscripts

Evaluation Requests

Evaluations

TLC

Courses - Dutep Siwyfo

Education Courses 1 item

Reviewed Status	School
In Progress	Alabama A & M University

Add Course

Import Courses

Continued on next page.

Step 7. Complete the required fields and click **Submit** to send course information for review and approval. You may continue adding courses from the Courses tab.

Add Course

☐ Network for Educational Development Course

Country

*
✕ United States of America
:

School

*

:

☐ If you cannot find the school, click here

Course Subject (Example: ENGL or PSY)

*

Course Number

*

Course Title

*

Year

*
select one
▼

Term

*
select one
▼

Term Type

*
select one
▼

Actual Credits

Semester Credits

Level

*
select one
▼

Step 8. In the **Work Experience** tab, enter external or Minnesota State work experience relevant to your position and/or teaching responsibilities by clicking **Add External Work Experience** or **Add MN State Work Experience**.


My Credentials
|<

Home

Degrees

Courses

Work Experience

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TLC

Work Experience - Dutep Siwyfo

Enter your External and/or Minnesota State work experience (if you are a Teacher) teaching in the liberal arts, you do not need to enter this information.

External Work Experiences 1 item

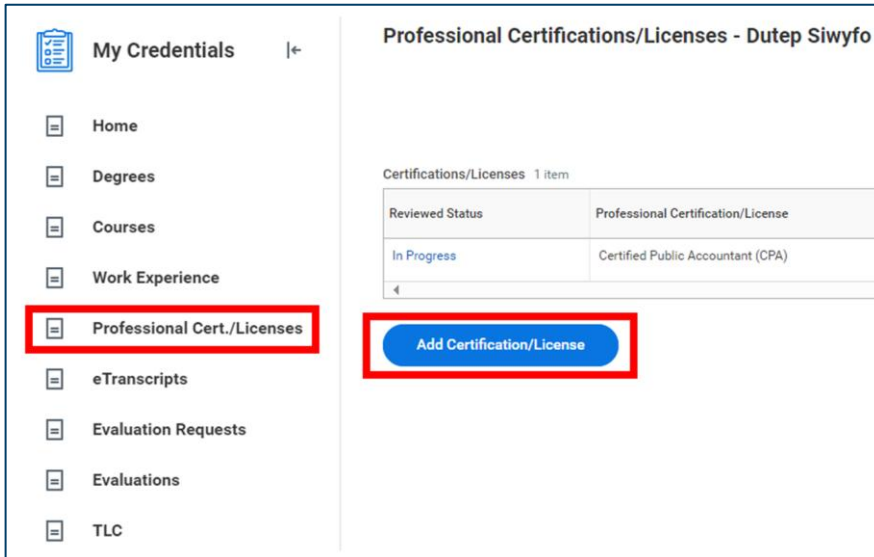
Reviewed Status	Work Experience Type	Employment Type
In Progress	Professional	2-Year

Add External Work Experience

Add MN State Work Experience

Continued on next page.

Step 9. For **Professional Certifications and Licenses**, enter any certifications and/or licenses to your position and/or teaching responsibilities by clicking **Add Certification/License**.



My Credentials |←

- Home
- Degrees
- Courses
- Work Experience
- Professional Cert./Licenses**
- eTranscripts
- Evaluation Requests
- Evaluations
- TLC

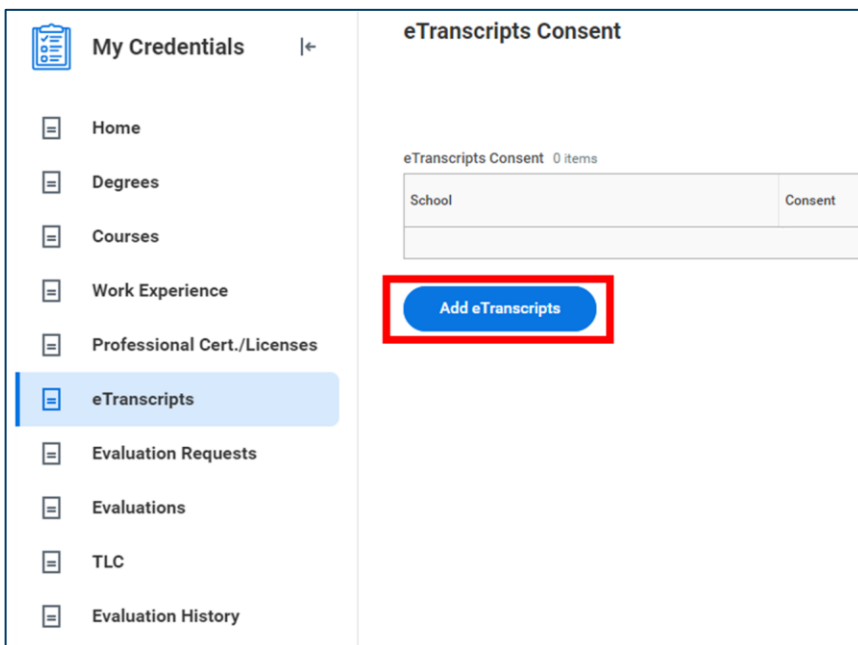
Professional Certifications/Licenses - Dutep Siwyfo

Certifications/Licenses 1 item

Reviewed Status	Professional Certification/License
In Progress	Certified Public Accountant (CPA)

Add Certification/License

Step 10. If you have transcript(s) from any Minnesota State institution, you can consent to share your Minnesota State college(s) and/or university's electronic transcript(s) with evaluators for credential verification by navigating to the eTranscripts tab and clicking **Add eTranscripts**.



My Credentials |←

- Home
- Degrees
- Courses
- Work Experience
- Professional Cert./Licenses
- eTranscripts**
- Evaluation Requests
- Evaluations
- TLC
- Evaluation History

eTranscripts Consent

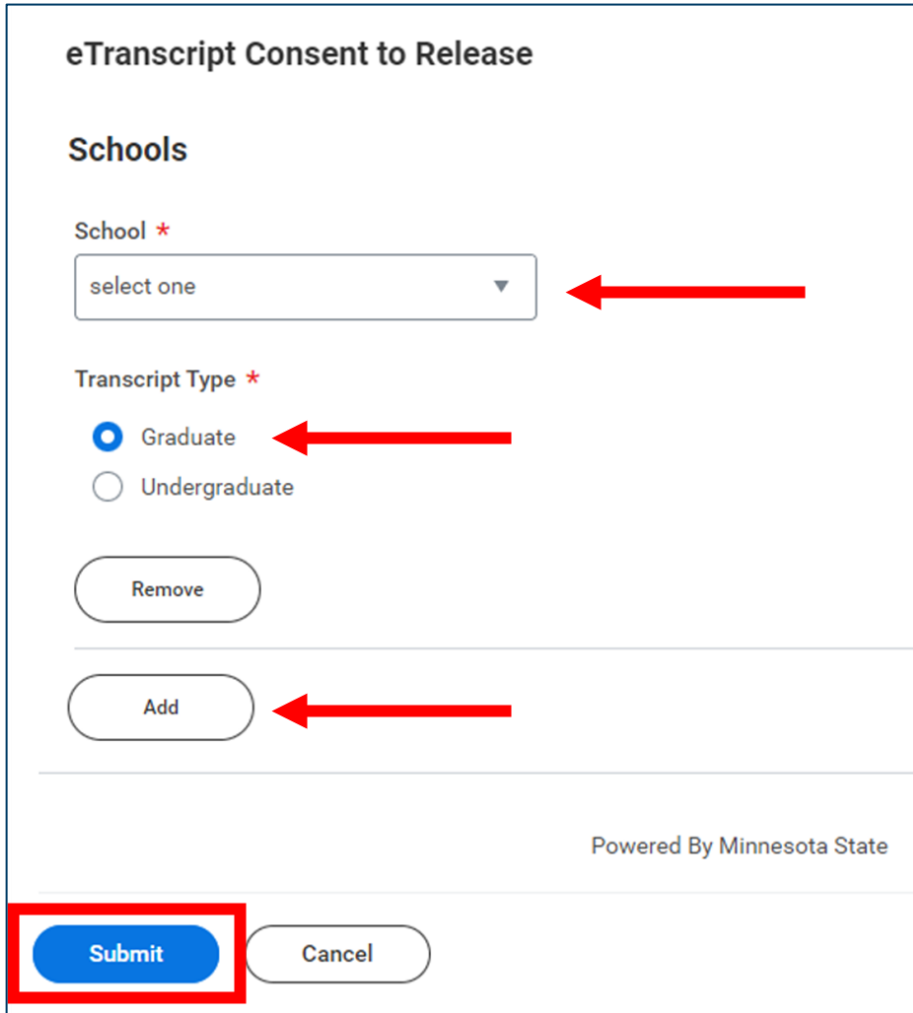
eTranscripts Consent 0 items

School	Consent
--------	---------

Add eTranscripts

Continued on next page.

Step 11. Select the Minnesota State college and/or university transcripts you consent to share by selecting the **School** and **Transcript Type**. If needed, click **Add** to select multiple institutions. Once finished, click **Submit**. This allows evaluators to retrieve eTranscripts to verify credentials.



eTranscript Consent to Release

Schools

School *

select one ▼

Transcript Type *

☒ Graduate

☐ Undergraduate

Remove

Add

Powered By Minnesota State

Submit Cancel

Step 12. If you need to edit your credentials, see the section [Edit Credentials](#). If you do not need to edit your credentials, please continue to the [Request Evaluation section](#). This is the final step necessary for entering credentials.

04 | Edit Credentials

Select the credential record you wish to adjust (Degrees, Courses, Work Experiences, Professional Certificates and Licenses, Documents, or eTranscripts) and click **Edit** to make changes. You also have the option to include additional information depending on the credential record by clicking the **Add an award to the above degree** link.

Note: Records cannot be modified by the user once they are verified by an Evaluator. For additional assistance, please contact your institution's Evaluator.


My Credentials

Home

Degrees

Courses

Work Experience

Professional Cert./Licenses

Alabama A & M University (Bachelor of Science) | 1997 1 item

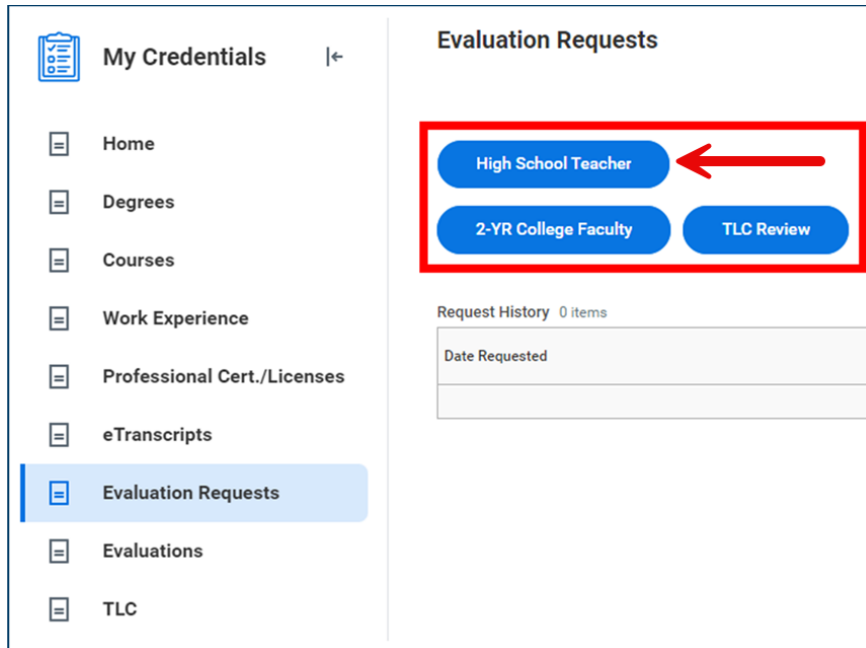
Reviewed Status	Award Type	Field of Study	Date Award Received	Emphasis	
In Progress	Major	Accounting	04/21/1997		Edit

Add an award to the above degree

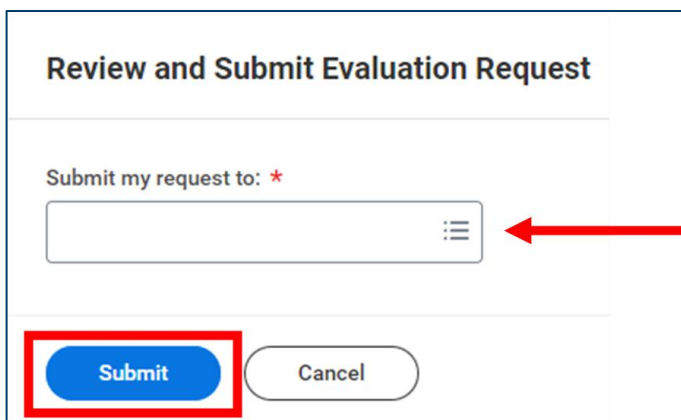
05 | Request Evaluation

Step 1. Once all credentials are entered, select the type of evaluation you are requesting:

- Concurrent Enrollment Instructors should select **High School Teacher**.

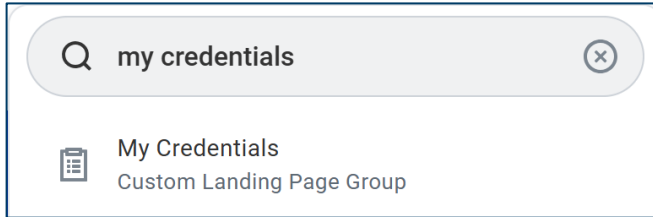


Step 2. Select the appropriate institution to send your request and click **Submit** to allow Credential Evaluator to review and evaluate your submitted credentials.

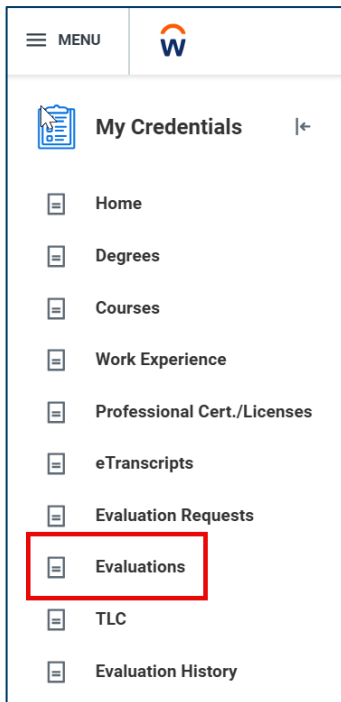


06 | View Completed Evaluations

Step 1. Find **My Credentials** app using the search bar.



Step 2. In My Credentials workspace, select the **Evaluations** tab.



Step 3. These pages display your completed Minimum Qualification.

Note: any historical evaluations prior to June 2024 are displayed under the 'Evaluation History' page.

Evaluations -			
CU0075 Southwest Minnesota State University			
Evaluation Type	Credential Field / Teaching Assignment	Min Qual Decision	Exception
Minimum Qualification		Meets Minimum Qualifications	