

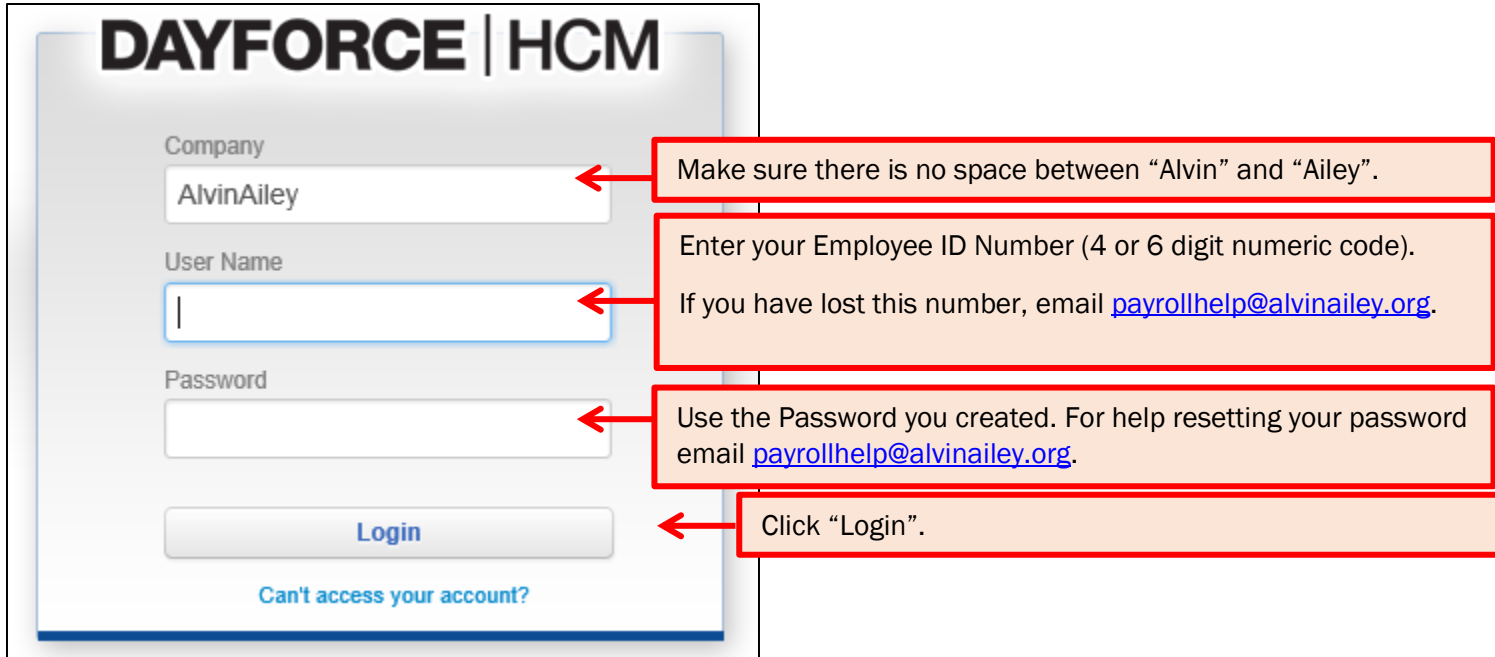
How To Upload Your Sexual Harassment Training Certificate to Ceridian

1

Before you begin, it is highly recommended you complete this process using a web browser on a laptop/desktop computer rather than on the Ceridian mobile app. Go to <https://www.dayforcehcm.com/mydayforce/login.aspx>.

Login using your credentials.

2



The screenshot shows the Dayforce HCM login interface. The 'Company' field contains 'AlvinAiley'. The 'User Name' field is empty. The 'Password' field is empty. A 'Login' button is at the bottom. A link 'Can't access your account?' is below the button. Four red callout boxes with arrows point to the Company, User Name, Password, and Login button fields.

DAYFORCE | HCM

Company
AlvinAiley

User Name
|

Password

Login

Can't access your account?

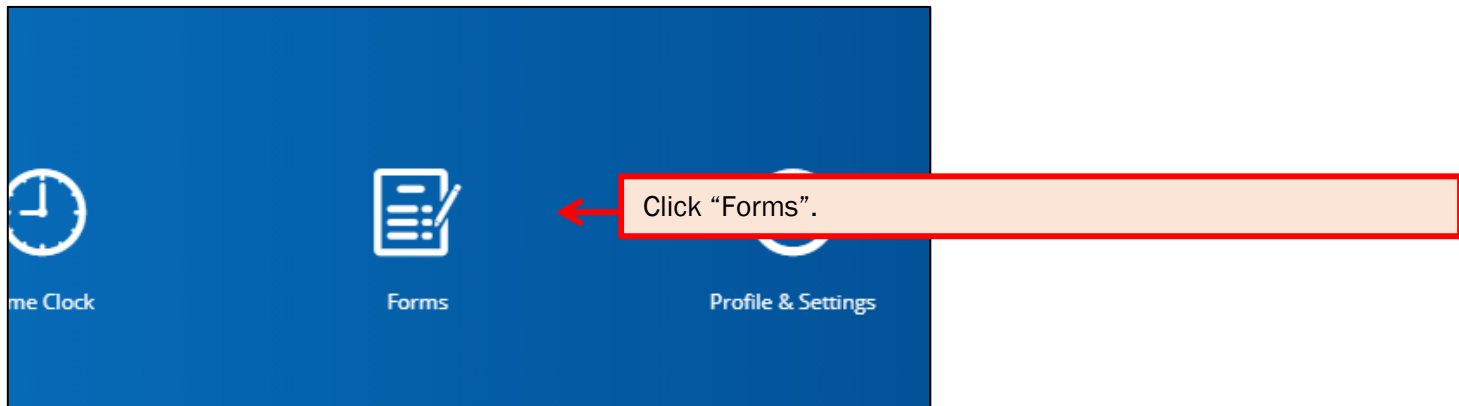
Make sure there is no space between "Alvin" and "Ailey".

Enter your Employee ID Number (4 or 6 digit numeric code).
If you have lost this number, email payrollhelp@alvinailey.org.

Use the Password you created. For help resetting your password email payrollhelp@alvinailey.org.

Click "Login".

3



The screenshot shows the Dayforce HCM dashboard with three main menu items: 'Time Clock', 'Forms', and 'Profile & Settings'. A red callout box with an arrow points to the 'Forms' icon.

Time Clock

Forms

Profile & Settings

Click "Forms".

4

Forms

My Form Submissions

Available Forms

Search Forms

Benefits (2)

- Health and Wellness
- Life Event Declaration

COVID-19 (2)

- **COVID Test Result Form
- COVID Vaccine

Personal (8)

- Address
- Confidential Information (USA)
- Contact Details
- Direct Deposit
- Emergency Contacts
- Name and Marital Status
- New Hire Guided Process
- Print Statement Acknowledgement

Professional (2)

- ***Sexual Harassment Training

Click "Sexual Harassment Training".

5

***Sexual Harassment Training

Sexual Harassment Training

Evans, Lauren 006933
Status: Active Employee Number: 006933

Please enter the date of your training and select the training type below.

Date Completed

Training*

If "other" is selected, please provide name of training.

Please attach proof of training below.*

Save Draft Submit Cancel Print

Complete all required sections.

Click "Upload" and upload your PDF document containing your certificate of completion.

Click "Submit".