

HOW TO UPDATE YOUR PERSONAL INFORMATION IN WORKDAY

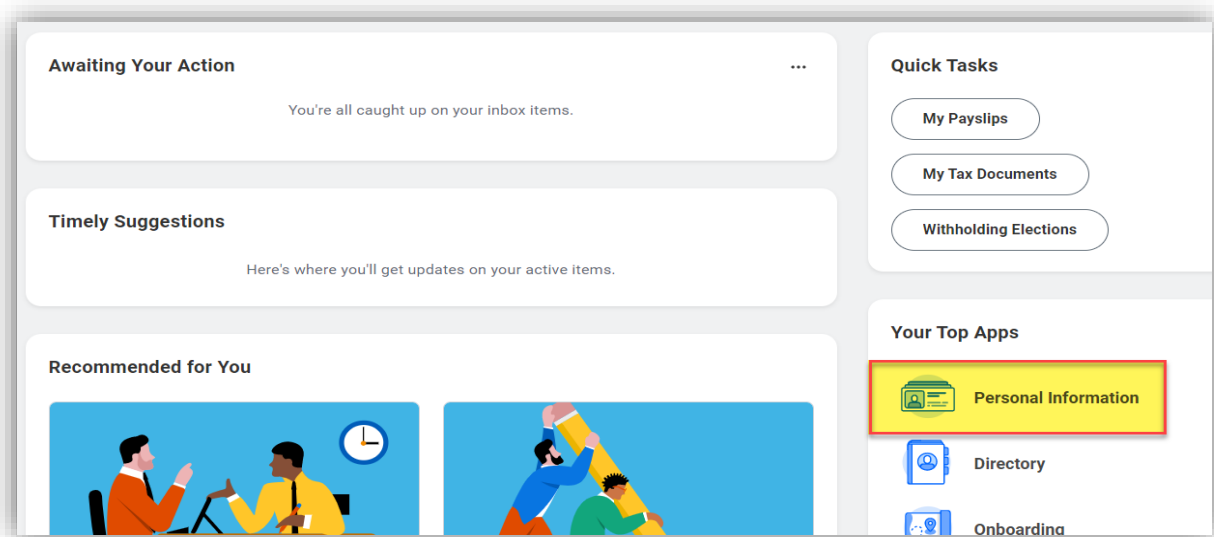
The Process: This job aid provides users step-by-step instructions on how to update their personal information on Workday.

Options:

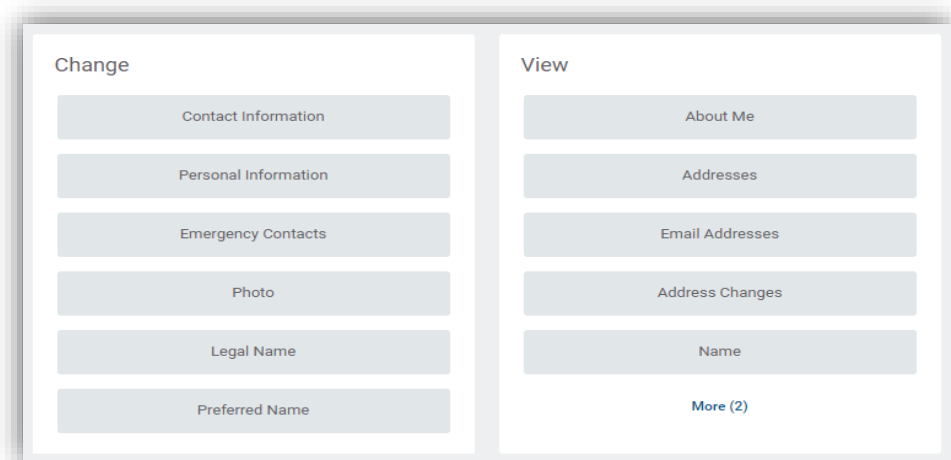
- Computer/Browser:
 - Begin with the [Update Personal Information via Computer](#) instructions
 - Or, from Workday Assistant, search for what you need to change (i.e., change my phone number) and follow along
- Workday Mobile App:
 - Begin on Page 2 with the [Update Personal Information via the Workday App](#) instructions

Update Personal Information via Computer

1. From the Home Page select the Personal Information link in “Your Top Apps”

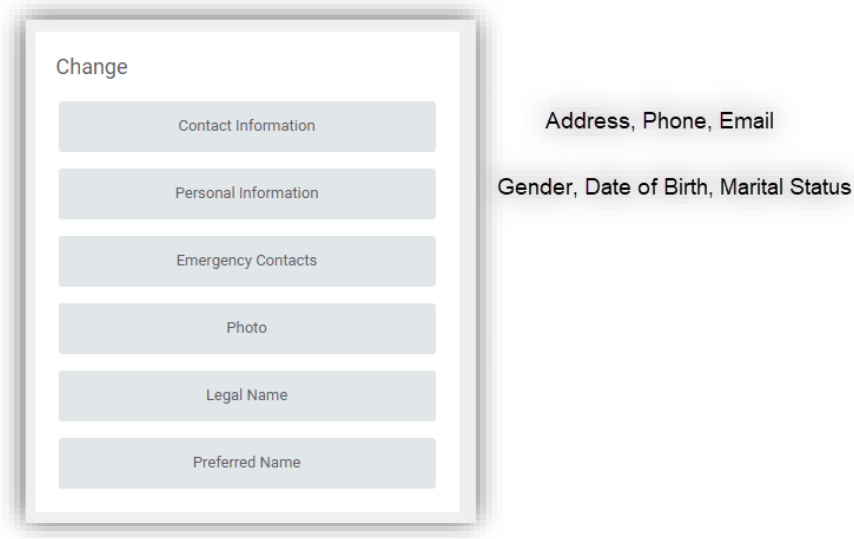




2. After selecting Personal information, you will have access to change or view your information





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- a. Select the option that needs to be updated
 - i. For SSN changes, reference the [How to Update Your SSN in Workday job aid](#)



3. Select the icon  for each field you would like to update. Once finishing the field, select  to save your changes, you will also have an option to undo
4. Once you make all your changes click "Submit" at the bottom of the screen

Update Personal Information via the Workday App

1. When signed into your account on the Workday App, tap your profile picture (cloud bubble if you do not have a photo) in the upper right corner, and select "View Profile" at the top of your screen
2. Select the option that needs to be updated (you may need to select "More" to see all the options).
 - a. Personal Information: *Gender, Date of Birth, Name, Marital Status*
 - i. For SSN changes, please reference the [How to Update Your SSN in Workday job aid](#)
 - b. Contact Information: *Address, Phone, Email, Emergency Contacts*
3. Select "Edit" if presented
4. Select the icon  for each field you would like to update. Once finishing the field, select  to save your changes, you will also have an option to undo
5. Once you make all your changes click "Submit" at the bottom of the screen