

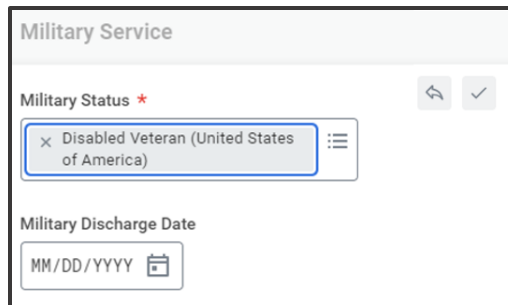
This quick reference guide (QRG) demonstrates how to add, edit, and delete military service from your profile in Workday.

To add, edit, or delete military service from your profile, complete the following steps.

ADD MILITARY SERVICE

From the Workday Home page:

1. Click the **Profile Icon** in the top right-hand corner of the page.
2. Click the **View Profile** button.
3. Select **Personal** from the left menu.
4. Select the **Personal Information** tab.
5. Click the **Edit** button.
6. Click the **Add** button under the Military Service section.
7. Select the appropriate **Military Status** from the dropdown list.



8. Click the **Check Mark** to add your military status.
9. Click **Submit**.

EDIT MILITARY SERVICE

From the Workday Home page:

1. Click the **Profile Icon** in the top right-hand corner of the page.
2. Click the **View Profile** button.
3. Select **Personal** from the left menu.
4. Select the **Personal Information** tab.
5. Click the **Edit** button.
6. Click the pencil icon under the Military Service section.



7. Edit your military service as needed.
8. Click the **Check Mark** to update your military status.
9. Click **Submit**.

DELETE MILITARY SERVICE

From the Workday Home page:

1. Click the **Profile Icon** in the top right-hand corner of the page.
2. Click the **View Profile** button.
3. Select **Personal** from the left menu.
4. Select the **Personal Information** tab.
5. Click the **Edit** button.
6. Click the "X" icon under the Military Service section.



7. Click the **Delete** button.
8. Click **Submit**.