

This quick reference guide (QRG) provides instructions on how to change your National or Government IDs in Workday. Examples of IDs that can be changed using this process include your Social Security Number.

To change your Government ID, complete the following steps.

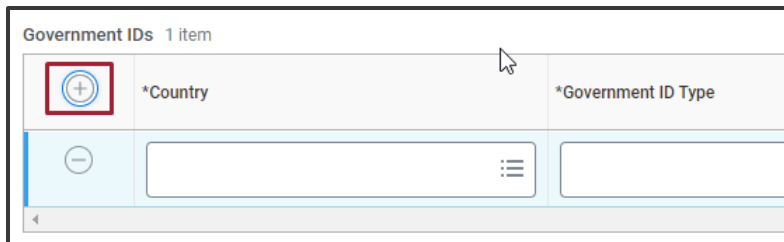
CHANGE MY GOVERNMENT ID

From the Workday Home page:

1. Type and select 'Change My Government IDs' in the search bar.

The *Change My Government IDs* screen displays.

2. Edit any prepopulated information by clicking directly into the field.
3. To add a new ID, click the **Add Row** button under the **National IDs** or **Government IDs** field.
4. Choose the appropriate **Country** from the dropdown list.



5. Select the appropriate **ID Type** from the dropdown list.
6. Enter the **Identification #**.
7. Click **Submit**.



Note: Depending on your institution and the type of information you change or add, you might be required to submit documentation to validate the change. Examples include providing a copy of your Social Security card or birth certificate.