This quick reference guide (QRG) provides instructions on how to change your personal information in Workday. Examples of information that can be edited using this process include but are not limited to Gender, Date of Birth, Marital Status, Race/Ethnicity, and Citizenship Status in Workday.

To change your personal information, complete the following steps.

CHANGE MY PERSONAL INFORMATION

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 to edit the desired personal information section.
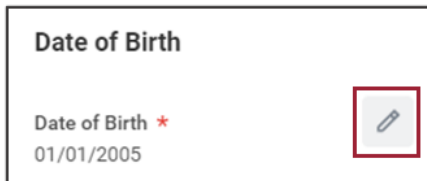
7. Click the **Check Mark** to update your changes.
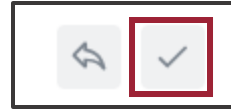
8. Click **Submit**.

Note: Depending on your institution and the type of information you change you might be required to submit documentation to validate the change. Examples include providing a birth certificate or a marriage license.