

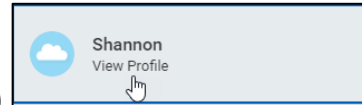
## Updating Personal Information in Workday

You can review and edit your personal data in Workday. This process is simple, and gives you the ability to ensure your information is up-to-date and accurate.

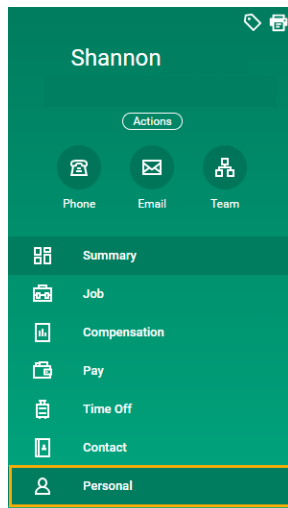
To **view your personal information**, follow the steps below:

1. Log on to Workday.

2. Navigate to your profile (upper right corner of main page) and click View Profile.



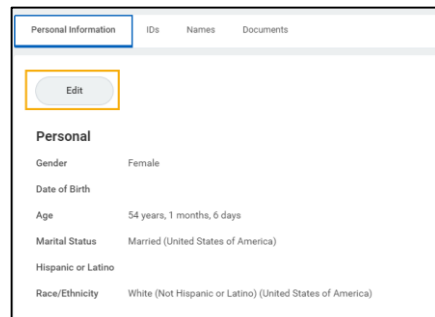
3. Click **Personal** from the profile menu. You may need to scroll down to see the Personal menu option.



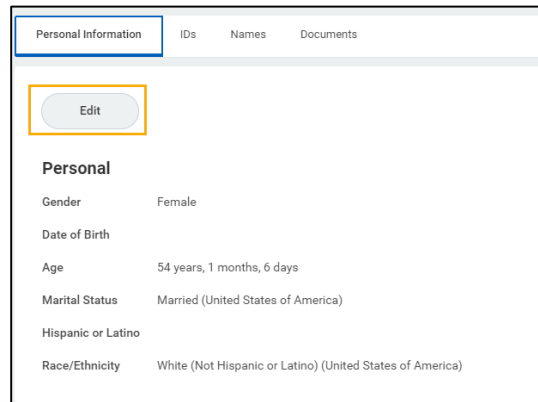
4. Using the tabs across the top, enter and/or update your personal information, including adding Military Status, Legal Name, etc., details.



5. **Personal Information** displays general details, like Gender, Date of Birth, Marital Status and Race/Ethnicity.



6. Click the **Edit** button to make updates to this information.



Personal Information   IDs   Names   Documents

**Edit**

**Personal**

Gender   Female

Date of Birth

Age   54 years, 1 months, 6 days

Marital Status   Married (United States of America)

Hispanic or Latino

Race/Ethnicity   White (Not Hispanic or Latino) (United States of America)

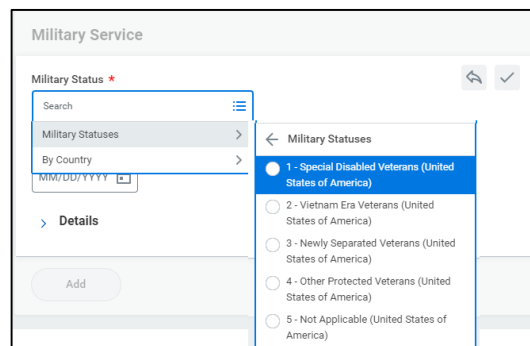
7. Click the  icon in each category to edit data.

8. To add Military Service to your personal page, click

**Military Service**

**Add**

9. **Select Military Statuses** by clicking the Military Statuses dropdown menu and make the appropriate selections.



Military Service

Military Status \*

Search

Military Statuses >

By Country >

MM/DD/YYYY

> Details

**Military Statuses**



- ☒ 1 - Special Disabled Veterans (United States of America)
- ☐ 2 - Vietnam Era Veterans (United States of America)
- ☐ 3 - Newly Separated Veterans (United States of America)
- ☐ 4 - Other Protected Veterans (United States of America)
- ☐ 5 - Not Applicable (United States of America)


**Add**

10. Enter the appropriate **Military Discharge Date**

**Military Discharge Date**

MM/DD/YYYY

11. Click  to save changes, or click  to undo changes.

12. Click  when all changes have been entered.



**NOTE:** Military Services details **will appear on the Personal Information landing page.**

13. Select the **Names** tab



14. Click  to **update your Legal Name and Preferred Name.**

- Legal name changes require you to attach 2 forms of documentation (driver's license, marriage license, etc.)