UPDATING PERSONAL INFORMATION

1. Navigate to your Student Profile. Click the profile icon in the top right corner of your Workday home page and click View Profile.

2. Click your name under “Student” to get to your Student Profile if you are a student worker.

Important: If you are a student worker, Workday defaults to your worker profile. To change that default see Set Default to Student Profile quick guide.

PERSONAL INFORMATION

1. From the left-hand navigation pane, select the Personal tab.

2. The Personal tab opens to the following sub-tabs, with options to edit personal information:
   a. Names: Legal or Preferred name.
b. **Personal Information**: Demographic information including Gender Identity, Date of Birth, Race/Ethnicity, and Pronouns.

c. **IDs**: Government IDs and documents including Social Security Number, Passport, and Visa.

d. **Documents**: Academic and personal documents uploaded to your profile.

e. **Additional Data**: Miscellaneous student data.
UPDATING PERSONAL INFORMATION

UPDATE YOUR NAME

1. From the Names subtab.
2. Select Edit next to the name you would like to change.
3. If you are changing your Preferred Name, uncheck the Use Legal Name As Preferred Name checkbox.
4. Update your name and complete all required fields with a red asterix.
5. Click Submit.
6. A confirmation will appear that your request has been submitted.
7. Any changes will be routed to the Student Records for review and approval.

Note: Legal Name changes require Supporting Documentation.

UPDATE YOUR PERSONAL INFORMATION

1. Select the Personal Information subtab.
2. Select the Edit.
3. You can update your Gender, Date of Birth, Place of Birth, Race/Ethnicity, Citizenship Status, Sexual Orientation, Gender Identity, Pronoun(s), and Military Service. All required fields with a red asterisk must be completed.
4. To edit, select the Pencil icon and update your information.
5. When all changes are complete, click Submit.
UPDATING PERSONAL INFORMATION

UPDATE YOUR IDS
1. Select the IDs subtab.
2. Select the Edit.
3. You can update your Government IDs and Passport and Visas.
4. Select the ID you would like to edit.
5. Use the + icon to Add IDs and the – icon row Remove IDs.
6. Complete all required fields.
7. Drag and Drop or Select a file to add any necessary Attachments.
8. Once you complete your changes click Submit.
9. Your request will be routed to the appropriate parties for review and approval.

VIEW YOUR DOCUMENTS
1. Select the Documents subtab.
2. You can view your academic and personal documents uploaded to your profile.