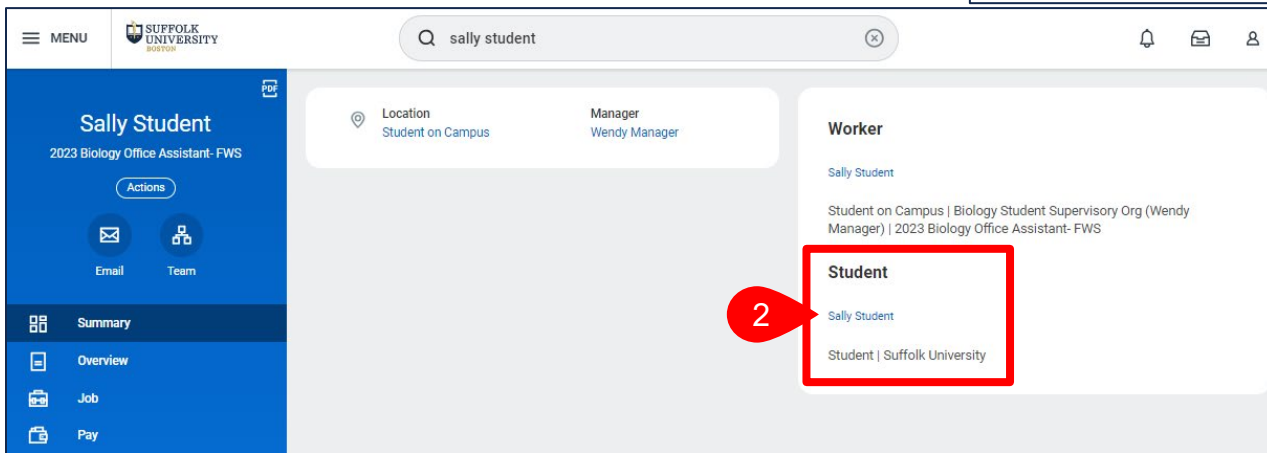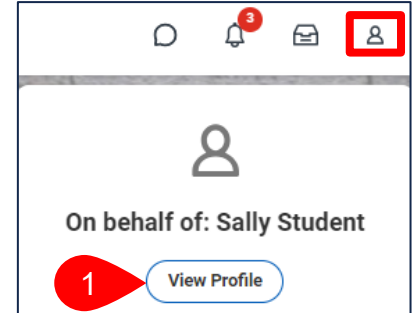# UPDATING PERSONAL INFORMATION

Description: This quick guide demonstrated how to update and view personal information such as your preferred name and government IDs.

**Applies to:** Students

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.
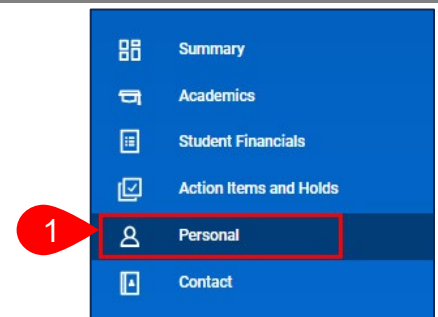
b. **Personal Information**: Demographic information including Gender Identity, Date of Birth, Race/Ethnicity, and Pronouns.

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.

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**.

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.