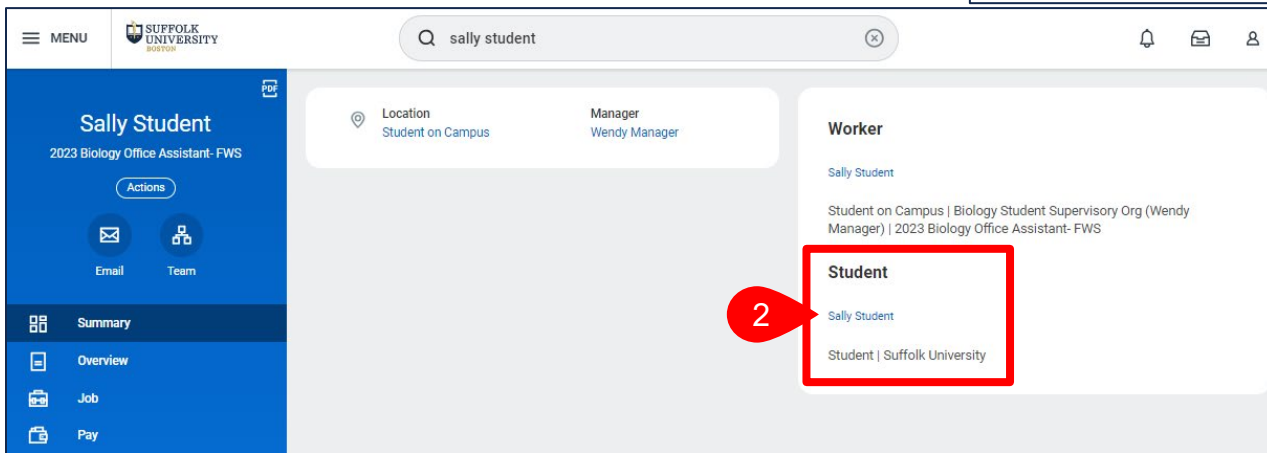
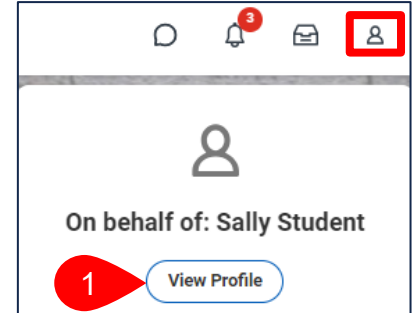


**Description:** This quick guide demonstrated how to update and view personal information such as your preferred name and government IDs.

**Applies to:** Students

## UPDATING PERSONAL INFORMATION

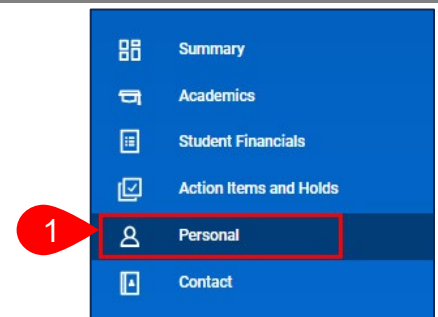
1. Navigate to your Student Profile. Click the profile icon in the top right corner of your Workday home page and click **View Profile**.
2. Click your name under “Student” to get to your **Student Profile** if you are a student worker.



**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.

The screenshot displays the Workday student profile interface for Hailee Student. The left-hand navigation menu includes options for Summary, Academics, Student Financials, Action Items and Holds, Personal (highlighted with a red box), and Contact. The main content area features a tabbed interface with five tabs: Names, Personal Information (selected), IDs, Documents, and Additional Data. The Personal Information tab is active, showing an 'Add' button and two sections: 'Legal Name 1 item' and 'Preferred Name 1 item', each containing the name 'Hailee Student'. A red box highlights the 'Personal' menu item and the 'Personal Information' tab. Green circles labeled 'a' through 'e' are positioned above the tabs.

## 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 asterisk.
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.

Names Personal Information IDs Documents Additional Data

Add

Legal Name 1 Item

Name	
Hailee Student	Edit

Preferred Name 1 Item

Name	
Hailee Student	Edit

Use Legal Name As Preferred Name

Country \* United States of America

Prefix

First Name \* Hailee


Middle Name

Last Name \* Student

Suffix

enter your comment

Submit Save for Later Cancel

 **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**.

Personal Information IDs Documents Additional Data

Edit

Personal

Gender Female

Date of Birth 07/08/1999

Change Personal Information

Gender

Gender \* Female

Date of Birth

Date of Birth \* 07/08/1999

Submit Save for Later Cancel

## 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.

The screenshot shows the 'Update Your IDs' form in Workday. The 'IDs' subtab is selected (1). The 'Edit' button is highlighted (2). A dropdown menu is open, showing options like 'Change My Government IDs' and 'Change My Passports and Visas' (4). The 'National IDs' section has a '+' icon highlighted (5). The 'Attachments' section has a 'Drop files here' area with a 'Select files' button highlighted (7). The 'Submit' button is highlighted (8).

## VIEW YOUR DOCUMENTS

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

The screenshot shows the 'View Your Documents' page. The 'Documents' subtab is selected (1). The 'Student' tab is selected in the document list (2). The document list is currently empty, showing 'No Data'.