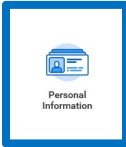




Personal Information: Change & View Information



The **Personal Information** application allows you to easily update your personal information, including emergency contacts.

ICONS

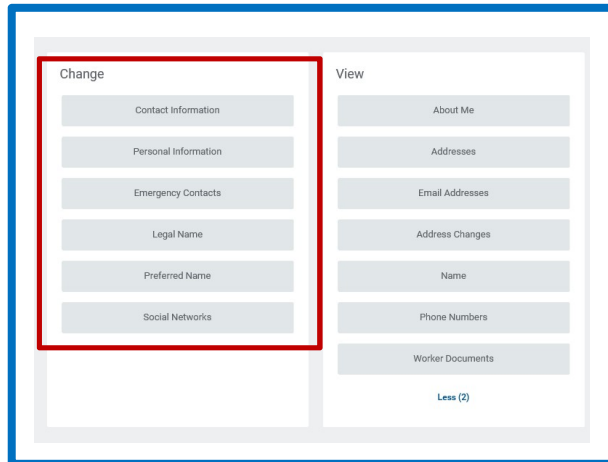
You can navigate in this section using the following icons:

- Click the **Edit** icon  to change existing information
- Click the **Delete** icon  to remove existing information
- Click the **Undo** icon  to revert to the last saved version

CHANGE

CONTACT INFORMATION (ADD OR UPDATE)

- Click on the **Contact Information** icon under **Change**.



- Click **Edit** and select **Change My Home Contact Information** to change your personal contact information.
- You can also click **Add** to add new information. Click within a field to edit.
- Click **Submit** and **Done** to save your changes.

MODIFY PERSONAL INFORMATION

You can modify your personal information including: Marital status, DOB, Race/Ethnicity, Military Service, Disability, etc.

- Click the **Personal Information** icon under **Change**
- Click the **Edit** icon and enter or modify your personal information
- Attach any required supporting documents
- Click **Submit** and **Done** to save your changes

EMERGENCY CONTACTS (ADD OR UPDATE)

- Click the **Personal Information** icon under Applications.
- Click on the **Emergency Contacts** icon under change.
- Click **Add** or **Edit**. Enter or modify your emergency contacts.
- Click **Submit** and **Done** to save your changes.



CHANGE YOUR LEGAL NAME

1. Click the **Personal Information** icon under Applications.
2. Click on **Legal Name** icon under change.
3. Enter your new information, including any required information.
4. Click **Submit**. Click **To Do** and **Submit** to submit proof of your name change. Or, click **Done** to submit later.

CHANGE YOUR PREFERRED NAME

If you choose, your preferred name will display within Workday instead of your legal name.

1. Click the **Personal Information** icon under Applications.
2. Click on **Preferred Name** icon under change.
3. Enter new info. Click **Submit** and **Done**.

SOCIAL NETWORKS (ADD/DELETE/UPDATE)

1. Click the **Personal Information** icon under Applications.
2. Click on **Social Networks** icon under change.
3. Click **Edit** or **Delete** to change an existing network or **Add Social Network Account** to add a new one. You can maintain up to three networks.
4. Select the social network, then enter the username or web address you want to add. You can only add one account for each social network.
5. Click **OK** and **Done**.

VIEW

ABOUT ME

Takes you to your **Worker Profile - Summary** tab where you can view your Location and Manager information.

ADDRESSES (VIEW / EDIT)

View your current Home and Work Contact information. From here you can edit your addresses, phone #s, emails & web addresses.

NOTE: You cannot edit AV work information (i.e. your work address)

EMAIL ADDRESSES

View your AV email address and Add any personal email addresses you want – mark private or public.



ADDRESS CHANGES

View any recent address changes. You will not see anything here unless you updated your address recently.

NAME

View or **Edit** Legal & Preferred Names

PHONE NUMBERS

View or **Edit** Home & Work Contact Information

WORKER DOCUMENTS

Add or **Edit** your Worker Documents from here.