Getting Started: Modify Personal Information

ACCESS YOUR WORKER PROFILE PAGE

Your Worker Profile page displays information about you, including your office location, phone number, and compensation. Sensitive information visibility varies, depending on the individual users' security profile.

Note: All instructions in this job aid start from the Worker Profile page. To access your Worker Profile page, select your Profile photo, then View Profile.

ADD OR CHANGE YOUR CONTACT INFORMATION

1. Choose the **Contact** tab on the left. The Contact subtab displays.

2. Select **Edit** and select **Change My Home Contact Information** to change your personal contact information. Within each section, select the **Edit** icon ✏️ to change existing information, the **Delete** icon ✕ to remove existing information, or the **Undo** icon ↩ to revert to the last saved version. You can also select **Add** to add new information. Select within a field to edit.

3. Select **Submit** to save your changes.

ADD OR CHANGE EMERGENCY CONTACTS

1. Choose the **Contact** tab.

2. Choose the **Emergency Contacts** subtab.

3. Select **Edit**. Enter or modify your emergency contacts.

4. Select **Submit** to save your changes.

MODIFY YOUR PERSONAL INFORMATION

1. Choose the **Personal** tab. The Personal Information subtab displays.

2. Select **Edit**. Enter or modify your personal information.

3. Select **Submit** to save your changes.

VIEW YOUR IDENTITY PAPERWORK

1. Choose the **Personal** tab.

2. Choose the **IDs** subtab. You cannot edit this information; you can only view it.

3. Choose the **Documents** subtab. Select the document links to download or view documents. Select **Add** to attach documents to your profile. Depending on your security permissions, you can select **Edit** to update documents or **Delete** to remove them.

CHANGE YOUR LEGAL NAME

1. Select your **Actions** button.   `Actions`

2. Select **Personal Data** > **Change My Legal Name**.

3. Enter your new information, including any required information.

4. Select **Submit**.

5. Select **To Do** and **Submit** to submit proof of your name change or

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select **View Details**, then **Done** to submit later.

CHANGE YOUR PREFERRED NAME

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

1. Select your **Actions** button.

2. Select **Personal Data** > **Change My Preferred Name**.

3. Clear the **Use Legal Name As Preferred Name** checkbox.

4. Enter your new information.

5. Select **Submit**.

ADD OR CHANGE YOUR PHOTO

1. From your **Actions** button, choose **Personal Data** > **Change My Photo**.

2. Select the **Select files** button to locate, upload, and crop your image, or drag and drop your image directly into the Attachments section from your local drive. You can crop and adjust the image by dragging the corners to the desired specifications. The portion of the image within the unshaded circle represents how your photo will display on your Worker Profile page.

3. Select **OK** and **Submit**.

4. Depending on your organization's configuration, you may need further approval before the change takes effect.

Note: The supported file formats depend on your organization's configuration. Typical formats include PNG, JPG, and GIF.

ADD AND VIEW YOUR SOCIAL NETWORKS

1. From your **Actions** button, choose **Personal Data** > **Social Networks**.

2. Select **Edit** to change an existing network or **Add Social Network Account** to add a new one. You can maintain up to three networks.

3. To add, 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.

4. Select **OK**.

DELETE A SOCIAL NETWORK

1. From your **Actions** button, choose **Personal Data** > **Social Networks**.

2. Select **Delete** next to the appropriate network.

3. Select **Submit**.

VIEW TRANSACTION HISTORY

View your transaction history to review information such as benefit enrollment or personal data change dates.

1. Choose the **Job** tab.

2. Choose the **Worker History** subtab. Your business process history displays.

3. Select **View Worker History by Category**. Workday organizes the data into different tabs to make it easier to review.

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CHANGE A BUSINESS TITLE

1. From your **Actions** button, choose **Job Change** > **Change My Business Title**.

2. Enter the Effective Date.

3. Enter the proposed Business Title.

4. Select **Submit**.

Note: Depending on your organization's security, this may route for approval.

UPLOAD MY EXPERIENCE

1. Choose the **Summary** tab.

2. Under Upload My Experience, select the **Upload** button.

3. In the Upload File area, select **Select files** to browse for a file. You can also drag your file into the region.

4. Select **OK**.

5. From the Review Professional Profile Upload page, use the Guided Editor or the Summary section to validate and refine your uploaded data.

6. Select **Submit**.

MOBILE

MODIFY YOUR PERSONAL INFORMATION

From the Home page:

1. Select your **Profile** photo, then tap **View Profile**.

2. In the upper-right corner, tap the **Related Actions** icon.

3. Tap **Personal Data** > **Change My Personal Information**.

4. Tap the **Edit** icon where you want to update your personal information.

5. You can update personal information such as marital status, gender identity, and preferred pronoun. This gives you more control over how to share your personal information with your organization.

6. Tap **Submit** to save your changes.

CHANGE YOUR CONTACT INFORMATION FOR IPHONE AND IPAD

From the Home page:

1. Select your **Profile** photo, then tap **View Profile**.

2. Select the **Related Actions** icon in the upper-right corner.

3. Select **Personal Data** > **Change My Home Contact Information**.

4. Select the **Edit** icon where you want to update the information and make your edits.

5. Enter a comment at the bottom of the page and select **Submit**. A confirmation page displays.

UPDATE YOUR PROFILE PHOTO FOR MOBILE

From the Home page:

1. Select your **Profile** photo, then tap **View Profile**.

2. Select your **Profile** photo again.

3. Select **Choose from Library** or **Import Attachment** on iPhone or select **Gallery** on Android to use an existing photo.

4. Choose a photo and select **Done**. A confirmation page displays.

5. Depending on your organization's configuration, you may need further approval before the change takes effect.