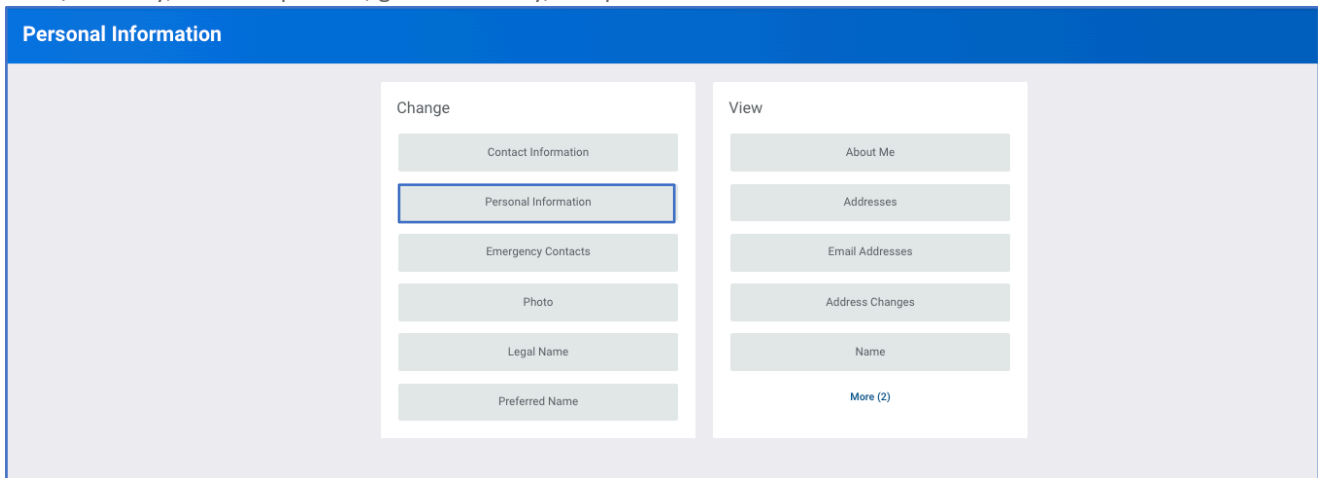


Update important personal information such as contact information, personal information, emergency contacts, photo, legal name, and preferred name in Workday. You also have the option to set preferences with your pronoun as a public profile.

EDIT YOUR PERSONAL INFORMATION

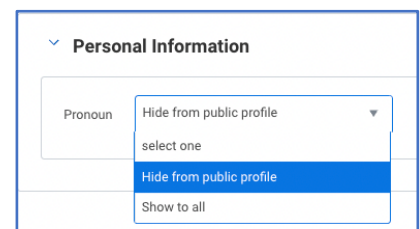
1. Sign into Workday.
2. On the homepage, go to the upper left corner to select the **Menu**.
3. Click on the  **Personal Information** app.
4. Under the change window, click on **Personal Information** to update information on sex, date of birth, marital status, race/ethnicity, citizenship status, gender identity, and pronoun.



5. When done, click **Submit**.

CHANGING PUBLIC PROFILE PREFERENCES

1. In Workday, enter **Change Public Profile Preferences** in the search box.
2. Choose the option you want to display your pronoun.
 - Select **Show to all** to allow everyone to see on your public profile.
 - Select **Hide from public profile** to remove from your public profile.
3. Click **Ok**.



Notes:

- Some updates to personal information such as legal name may require additional documentation.
- Changes to personal information will be routed to Human Resources or the Provost's Office for approval. You will not see the update until it is approved.