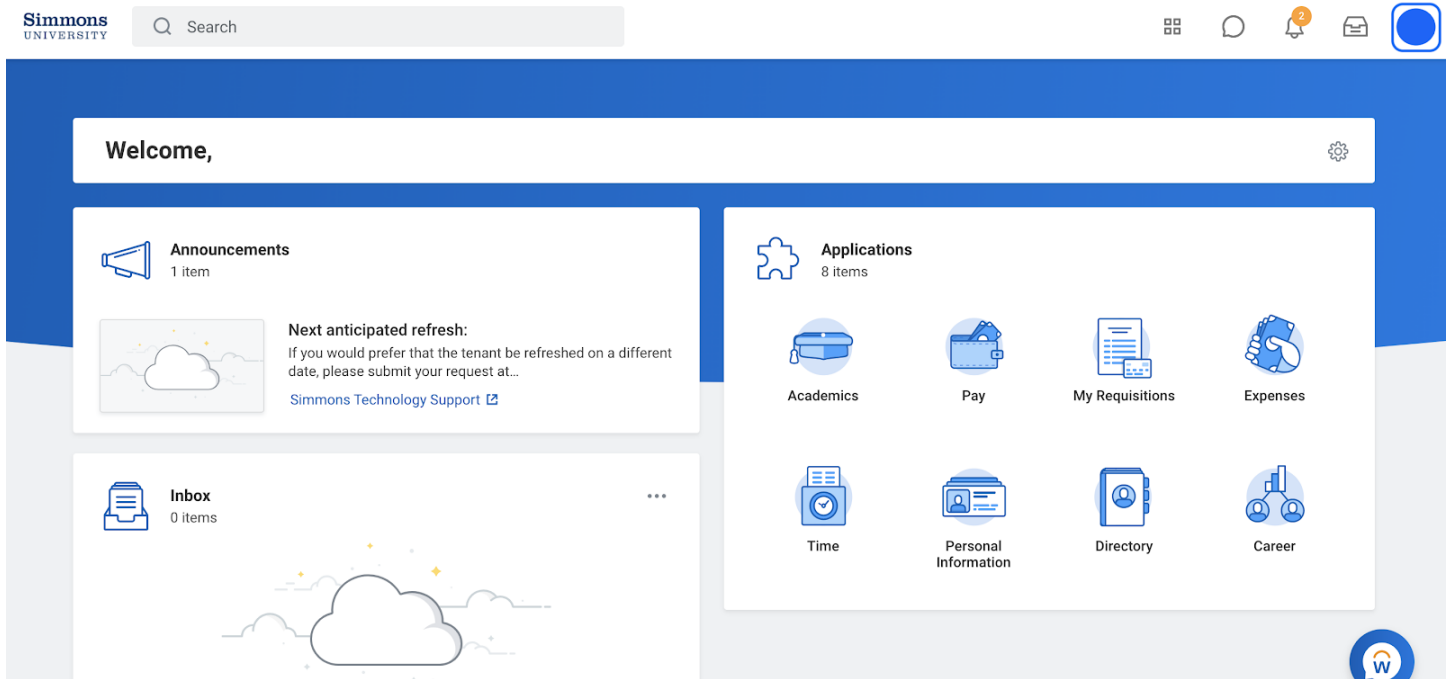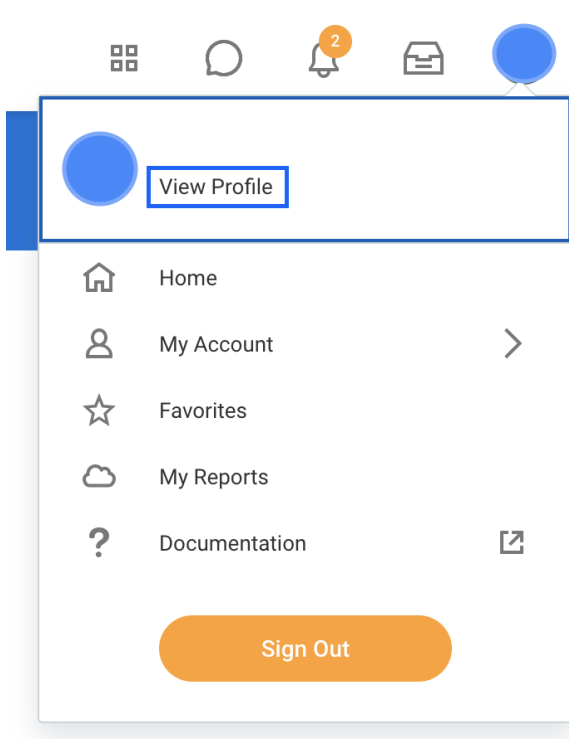# View/Update Personal Information

1. *Go to workday.simmons.edu*
2. *Log in using your Simmons email and password*
3. *Click on your photo on the top right hand corner of the screen.*

4. *Click on View Profile.*

5. *Click Personal on the side bar.*

6. *Click on the desired header.*
   Click Edit to update your profile.

Student | SIMMONS - Simmons University

Actions

Email

- Summary
- **Personal**
- Contact
- Academics
- Student Financials
- Action Items and Holds

Names | Personal Information | IDs | Housing

Legal Name 1 item

Name	
	Edit

Preferred Name 1 item

Name	
	Edit

Additional Names 1 item

Name	Name Type