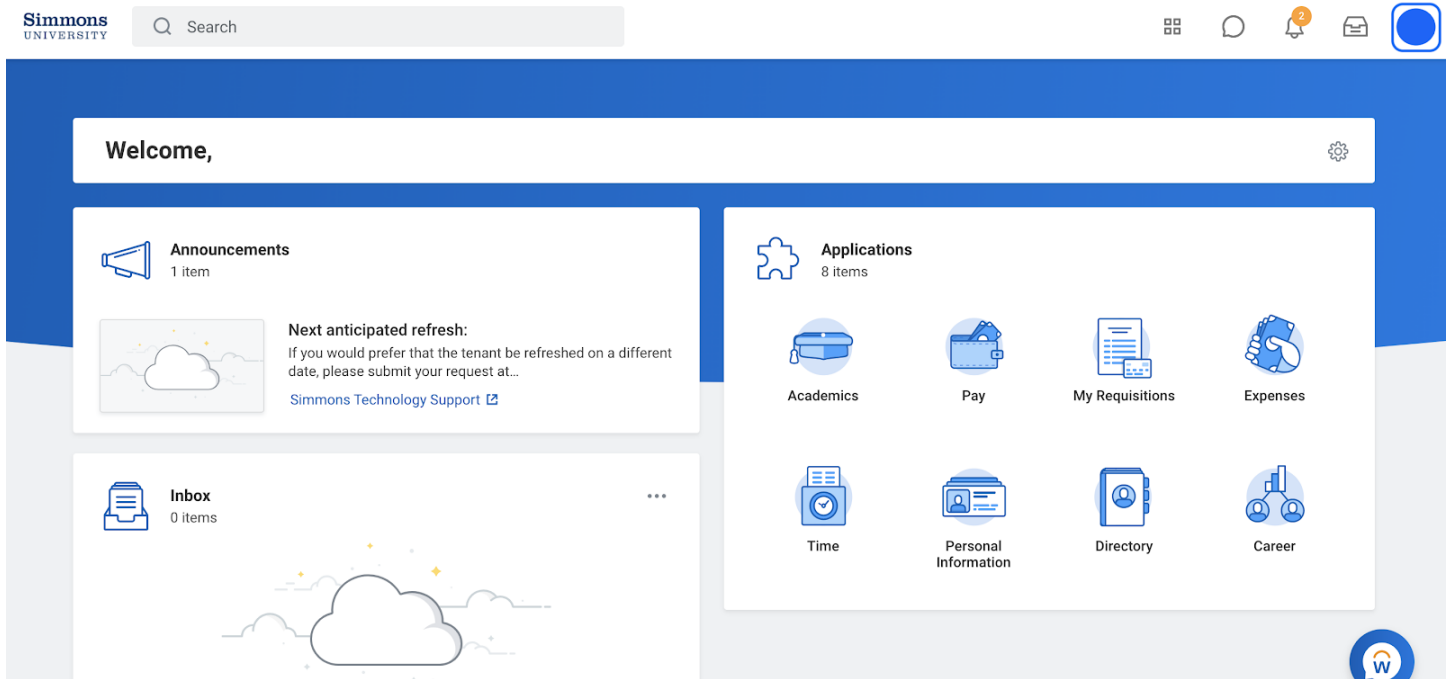
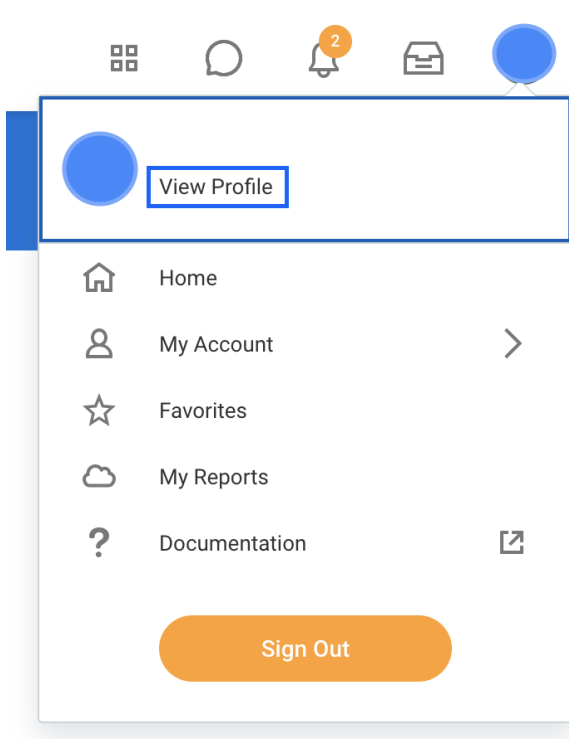


View/Update Personal Information

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.

The screenshot shows a user profile page for a student at Simmons University. The left sidebar is blue and contains a navigation menu with the following items: Summary, Personal (highlighted), Contact, Academics, Student Financials, and Action Items and Holds. The main content area is white and divided into several sections:

- Student Information:** Displays fields for Simmons ID, Student Status (Active), Class Standing (Junior), Location (Main Campus), and Primary Program of Study (Computer Science Major).
- Academic Progress:** Features a circular progress indicator showing 46.7% completion and text indicating 7 out of 15 requirements are satisfied for the Computer Science Major.
- Contact Information - Public:** Shows an Email field.
- Account Activity:** Displays Total Account Balance and Due Now.
- Worker:** A section with a dotted line below it.
- Student:** A section with the text "Student | SIMMONS - Simmons University" below it.

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












[Redacted] (Private)

Student | SIMMONS - Simmons University

[Actions](#)


Email

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

Legal Name 1 item

Name	
	Edit

Preferred Name 1 item

Name	
	Edit

Additional Names 1 item

Name	Name Type