

Getting Started: Modify Personal Information

ACCESS YOUR WORKER PROFILE PAGE

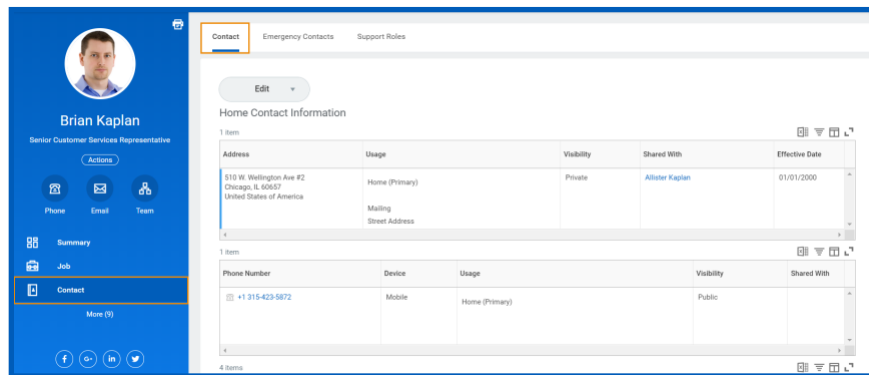
Your Worker Profile page displays information about you, including your office location, phone number, and compensation. Note that the visibility of sensitive information is controlled by individual users' security profiles.






Note: All instructions in this job aid start from the Worker Profile page. To access your Worker Profile page, [click your Profile Photo](#), then [View Profile](#).

ADD OR CHANGE YOUR CONTACT INFORMATION

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



2. Click **Edit** to change your contact information. Note Home Contact sections are above Work Contact. Within each section, click the **Edit** icon  to change existing information, click the **Delete**  icon to remove existing information, or the **Undo**  icon to revert to the last saved version. You can also click **Add** to add new information. Click within a field to edit.
3. Click **Submit** and **Done** to save your changes.

ADD OR CHANGE EMERGENCY CONTACTS

1. Click the **Contact** tab.
2. Click the **Emergency Contacts** subtab.
3. Click **Edit**. Enter or modify your emergency contacts.
4. Click **Submit** and **Done** to save your changes.


MODIFY YOUR PERSONAL INFORMATION

1. Click the **Personal** tab. The Personal Information subtab displays.
2. Click **Edit**. Enter or modify your personal information.
3. Click **Submit** and **Done** to save your changes.

VIEW YOUR IDENTITY PAPERWORK

1. Click the **Personal** tab.
2. Click the **IDs** subtab. You cannot make changes to this information; you can only view it.
3. Click the **Documents** subtab. Click the document links to download or view documents. Click **Add** to attach documents to your profile. Depending on your security permissions, you can click **Edit** to make changes to documents, or **Delete** to remove them.

CHANGE YOUR LEGAL NAME

1. Click your **Actions**  button.
2. Select **Personal Data** > **Change My Legal Name**.
3. Enter your new information, including any required information.
4. Click **Submit**.
5. 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 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. Click **Submit** and **Done**.

ADD OR CHANGE YOUR PHOTO

1. From your **Actions** button, click **Personal Data > Change My Photo**.
2. Click 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 look on your Worker Profile page.
3. Click **OK** and **Submit**.
4. Worker photo change requests will be reviewed by HR Partners before they are reflected.



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, click **Personal Data > Social Networks**.
2. Click **Edit** to change an existing network or **Add Social Network Account** to add a new one. You can maintain up to three networks.
3. 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. Click **OK** and **Done**.

DELETE A SOCIAL NETWORK

1. From your **Actions** button, click **Personal Data > Social Networks**.
2. Click **Delete** next to the appropriate network.
3. Click **Submit** and **Done**.

MOBILE

CHANGE YOUR CONTACT INFORMATION FOR IPHONE AND IPAD

From the Home page:

1. Tap your **Profile Photo**, then tap **View Profile**.
2. Tap the **Related Actions** icon in the upper-right corner.
3. Tap **Personal Data > Change Contact Information**.
4. Tap 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 tap **Submit**. A confirmation page displays.

