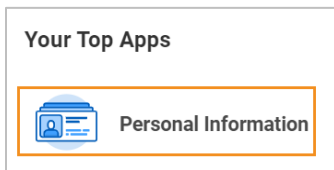**Overview:**

This job aid provides step-by-step guidance for updating your Personal Information in Workday.
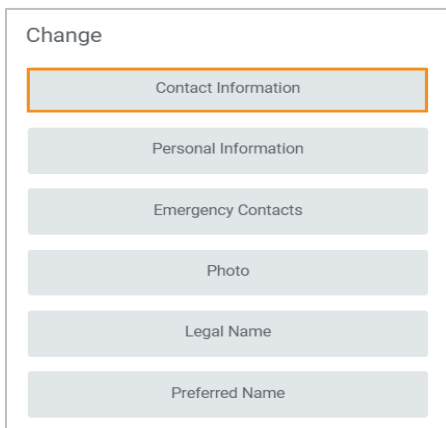
This job aid includes:

- [Contact Information](#)
- [Personal Information](#)
- [Emergency Contacts](#)
- [Upload Photo](#)
- [Legal Name](#)
- [Preferred Name](#)
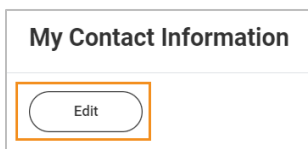
Contact Information

1. From the Workday homepage, select **Personal Information** from the Your Top Apps section.

2. In the **Change** section, select **Contact Information**.

3. Select **Edit**.

4. Change Home Contact Information by clicking the pencil icon. To save updates, click the check mark icon. ✓ To include additional information, click **Add**.

Change Home Contact Information

Address

Primary
● Yes added

Address
crackle street, NY, NY 10008

Usage
(empty)

Visibility
Private

(Add)

Phone

(Add)

Email

Primary
Yes

Email Address *
MollyManager@test.com

Visibility
Private

(Add)

5. Click **Submit**.

[Submit] (Save for Later) (Cancel)

Personal Information

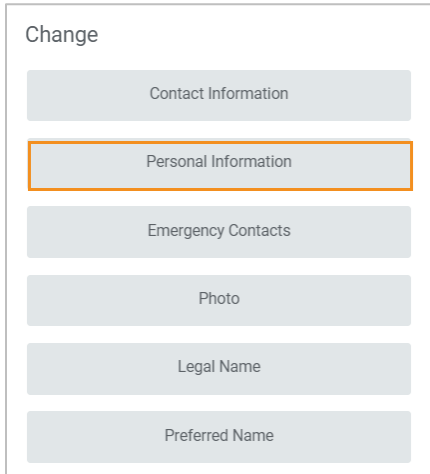Please attach documentation for *Date of birth, Marital Status*, and/or *Citizenship* changes.

1. From the Workday homepage, select **Personal Information** from the Your Top Apps section.
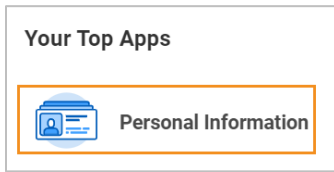
2. In the **Change** section, select **Personal Information**.

3. Change Personal Information by clicking the pencil icon. To save updates, click the check mark icon. ✓
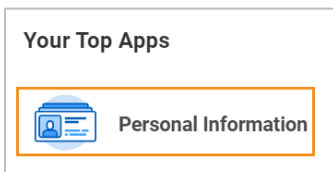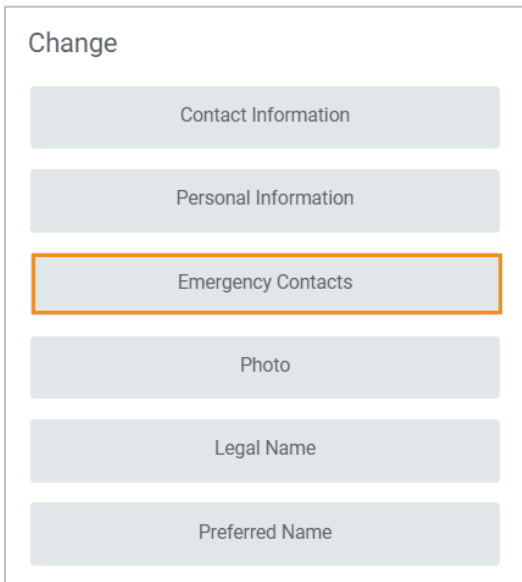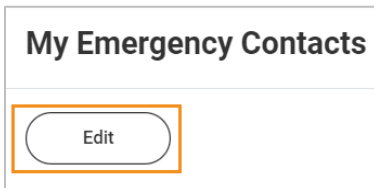
4. Click **Submit**.

Emergency Contacts

1. From the Workday homepage, select **Personal Information** from the Your Top App section.

2. In the **Change** section, select **Emergency Contacts**.

3. Select **Edit**.

4. Change Emergency Contacts by clicking the pencil icon. To save updates, click the check mark icon. ✓ To add new contact information, click **Add**.
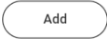
5. Click **Submit**.

Upload Photo

1. From the Workday homepage, select **Personal Information** from the Your Top Apps section.

2. In the **Change** section, select **Photo**.

3. Drag and drop your photo file to the **Attachments** section and click **Submit**.

Legal Name

1. From the Workday homepage, select **Personal Information** from the Your Top Apps section.

2. In the **Change** section, select **Legal Name**.

Change

Contact Information
Personal Information
Emergency Contacts
Photo
Legal Name
Preferred Name

3. Update the required information and attach documentation.

Change My Legal Name   Molli Manager   ...

If you have benefits, please contact HR to change your name in with the benefit providers.

Effective Date *   03/29/2023 📅

Country   *   × United States of America

Prefix

First Name   *   Molli

Middle Name

Last Name   *   Manager

Suffix

☁   enter your comment
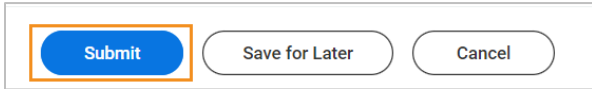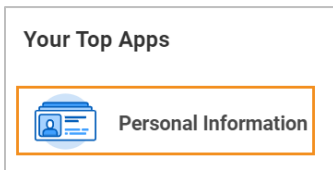
Attachments

Drop files here
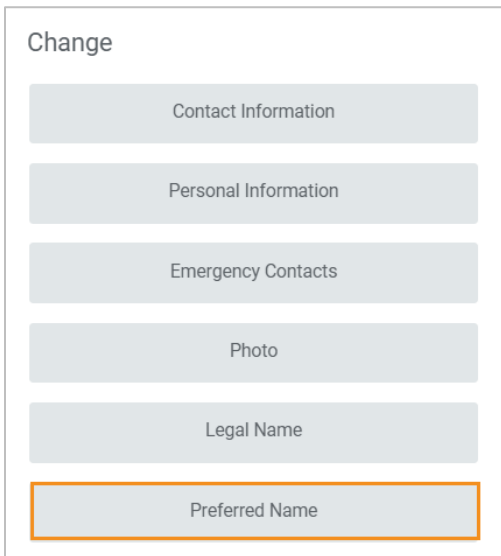or
Select files

4. Click **Submit**.

Preferred Name

1. From the Workday homepage, select **Personal Information** from the Your Top Apps section.

2. In the **Change** section, select **Preferred Name**.

3. Uncheck the **Use Legal Name As Preferred Name** box.

Change My Preferred Name   Molli Manager ⋯

Use Legal Name As Preferred Name   ☑

Country   * United States of America

Prefix   (empty)

First Name   Molli

Middle Name

Last Name   Manager

Suffix   (empty)

4. Update Preferred Name.

Change My Preferred Name   Molli Manager ⋯

Use Legal Name As Preferred Name   ☐

Country   * ⌄ × United States of America ☰

Prefix   [☰]

First Name   * [Molli   ]

Middle Name   [   ]

Last Name   * [Manager   ]

Suffix   [☰]

5. Click **Submit**.

Submit   Save for Later   Cancel