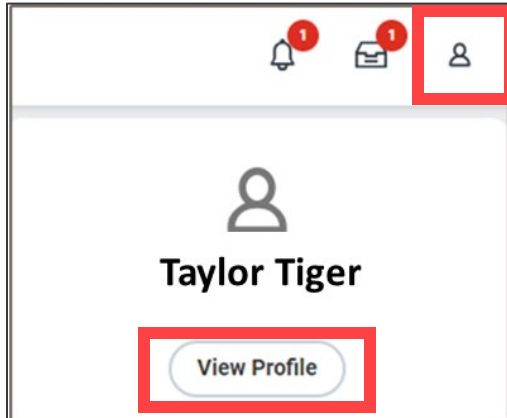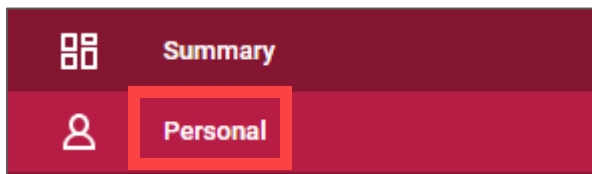# UPDATING PERSONAL INFORMATION

## Summary

This guide will show you where and how to update your personal information in Workday.
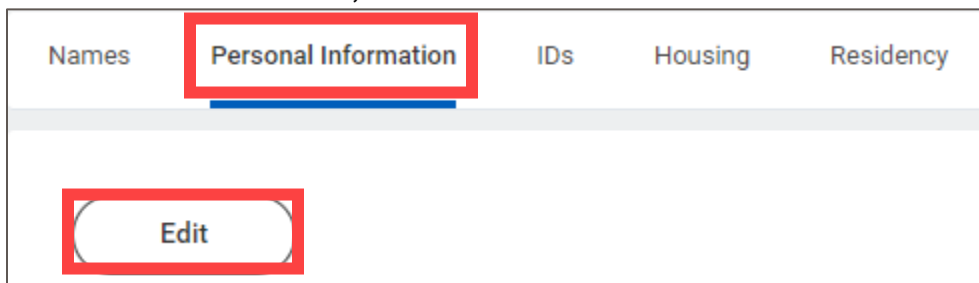
## Update Personal Information

1. From the homepage, navigate to your profile by clicking the person icon and then clicking **View Profile.**



2. From the sidebar menu, select the **Personal** tab.



3. Select **Personal Information,** then click the **Edit** button.



   Here you will be able to edit and update information regarding:
   - Gender
   - Date of birth
   - Marital status
   - Race/ethnicity
   - Religion
   - Citizenship status
   - Military service

4. When you are finished making necessary updates, click **Submit.** Updates to personal information may require approval by the Registrar's Office or the Human Resources Office if the student has on-campus employment.