


Use this job aid to change your personal information in the Workday mobile app. Personal information updates are optional.

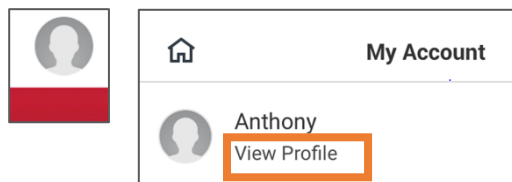
Change Personal Information

On Android:





1. Click the menu in the upper left. 
2. Click your name to go to your profile.

On iOS:

1. Select the profile icon in the top right corner.
2. Click **View Profile**.



3. Scroll to the section with **Job** and **Compensation** and click **MORE**.
4. Click **Personal > Personal Information**.
5. Click **Edit**.

 Click the pencil icon  within each section you would like to edit and the checkmark icon  when you are done. A red asterisk  indicates that a field is required. All fields are not required to be completed.

6. For the **Gender** section:
 - In the **Gender** field, select an option from the menu.
7. For the **Date of Birth** section:

- In the **Date of Birth** field, enter your birthday. This change requires proof of documentation. Attach a birth certificate or government issued ID proving date of birth upon submission.
8. For the **Marital Status** section:
 - In the **Marital Status** field, select an option from the menu.
 - In the **Marital Status Date** field, enter the date of the marital status change.
 9. For the **Race/Ethnicity** section:
 - In the **Hispanic/Latino** field, check the box if you identify as Hispanic/Latino. If not, leave unchecked and select an option from the menu.
 10. For the **Sexual Orientation** section:
 - In the **Sexual Orientation** field, select an option from the menu.
 11. For the **Gender Identity** section:
 - In the **Gender Identity** section, select an option from the menu.
 12. For the **Pronoun** section:
 - In the **Pronoun** field, select your preferred pronoun from the menu.
 13. For the **Military Service** section:
 - Click **Add New** if no military service has been previously entered.
 - In the **Military Status** field, select an option from the menu.
 - In the **Military Discharge Date** field, enter the date of discharge, if applicable.
 - In the **Status Begin Date** section, enter the status begin date.

Change Personal Information (continued)

- In the **Military Service Type** section, select an option from the menu.
- Enter duties and responsibilities in the **Notes** field.



NOTE: Click the blue check mark after editing each field for Android and **Done** for iOS.