

WORKDAY QUICK GUIDE

EDIT PERSONAL INFORMATION

1. Select the **Personal Information** app from the Global Navigation Menu.

(Menu > Personal Information)

≡ MENU



Personal Information

2. Select type of information you want to edit.

Change

Contact Information

Personal Information

Emergency Contacts

Legal Name

Business Title

3. If there is an **Edit** button, select **Edit**.

Edit

4. If there is a **Pencil** icon, select it for the fields you want to change.



5. Edit the information, as appropriate.

6. If there is a **Check** icon, select it to save your changes.



7. Select **Submit**.

Submit

Link to user guide: https://isc.uw.edu/user-guides/edit_personal_information/