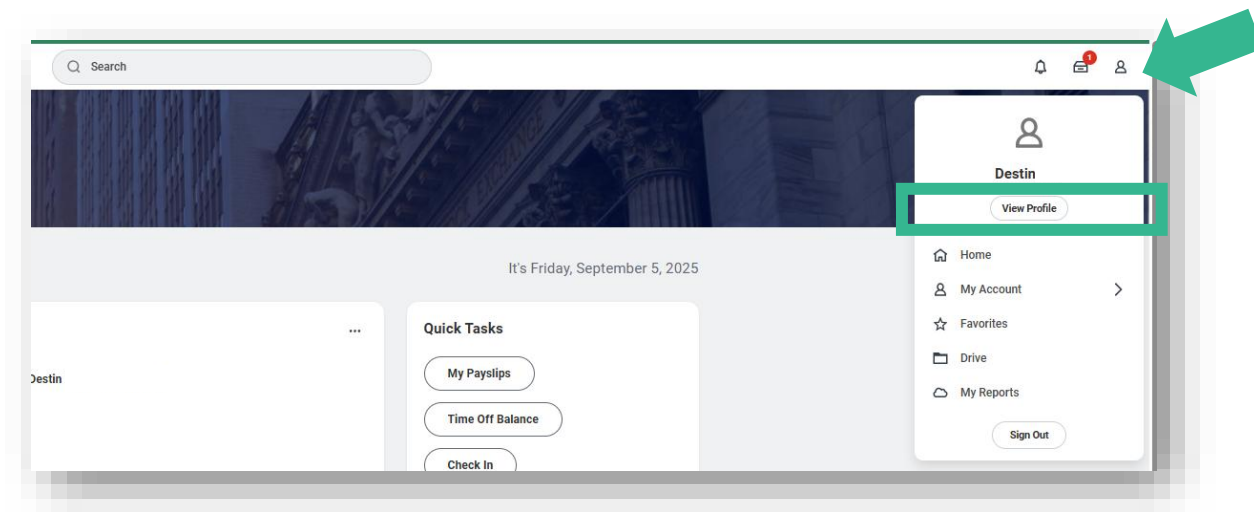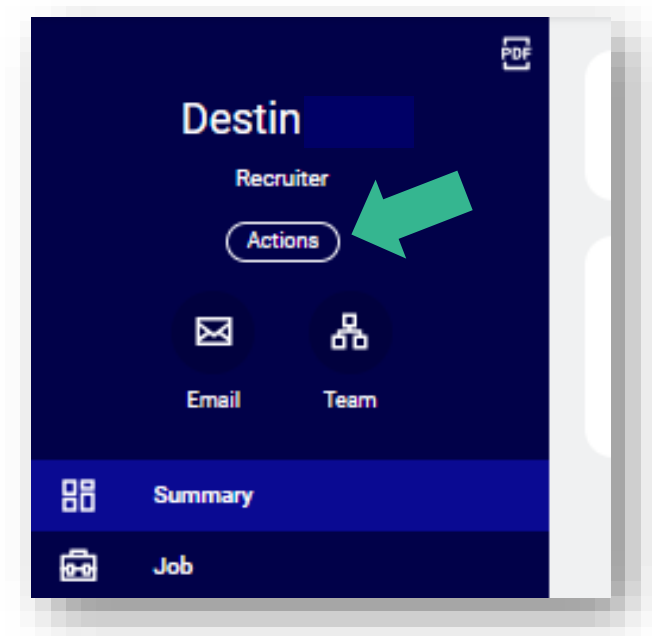# Workday: Editing Your Personal Information

Step 1: To access your worker profile page, **click the person icon in the top right corner** and then **View Profile.**
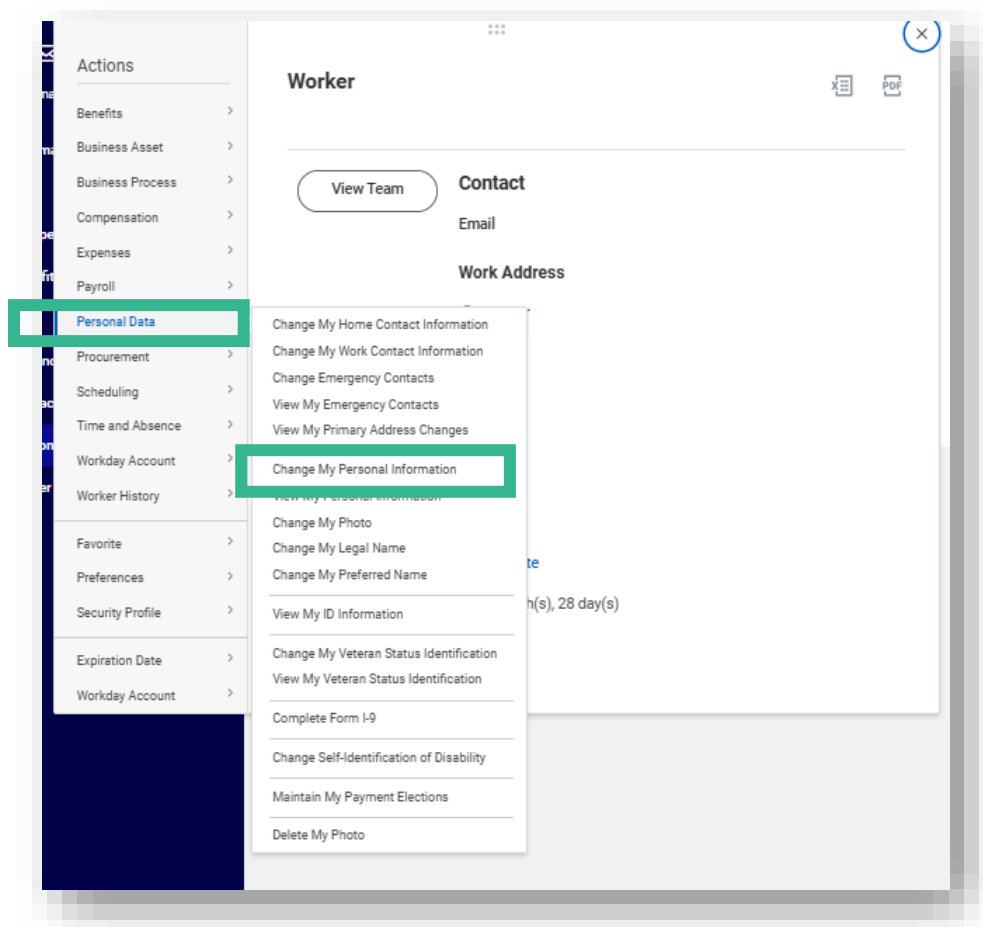

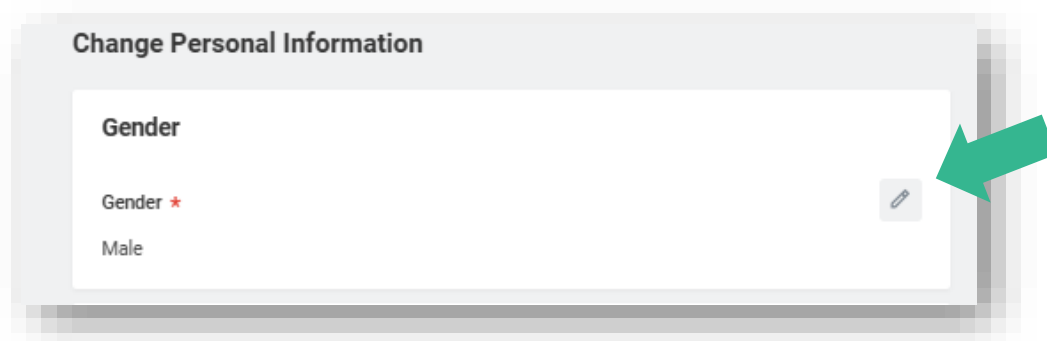**Step 2: Click Actions** located under your name in the left-hand toolbar.

Step 3: Select Personal Data. From here you can view or change personal information.
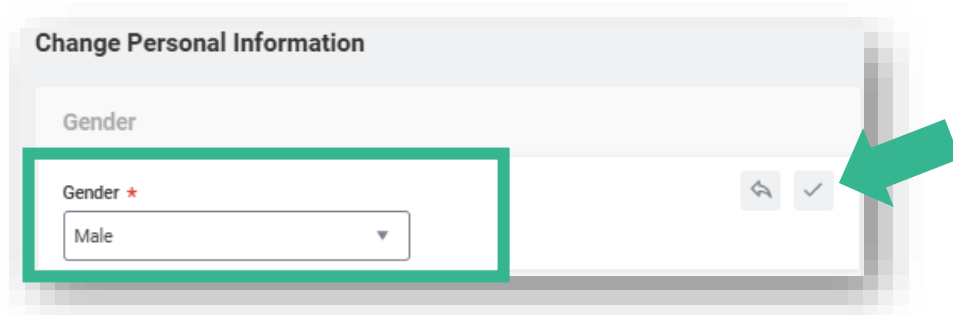
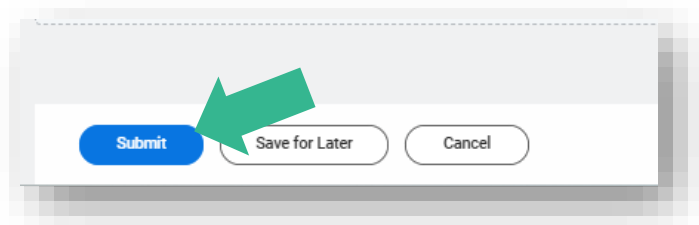*Note: I'll be selecting Change My Personal Information*

Step 4: You'll next be prompted to view and change the information. Click the **pencil icon** to add new or change existing information.

Updated December 2025

Step 5: Click the Checkmark to save changes.

Step 6: Click Submit at the bottom of the page to save your changes.

NOTE: Steps 4, 5 and 6 will be repeated for any of the Personal Data topics you need to change or view

Reviewing History of Changes

Review the transaction history of dates when personal data is changed

Step 1: Select the **Jobs** Tab

Step 2: Choose the **Worker History** subtab to view business process history

Updated December 2025