

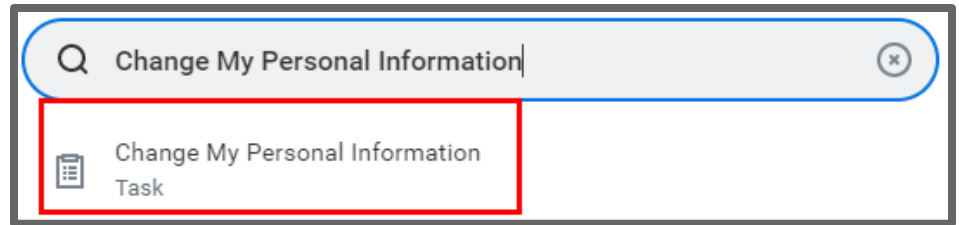
Change Personal Information allows you to change or correct items such as Gender, Date of Birth, Marital Status, Pronoun, and Race/Ethnicity.

Tasks

- [Change My Personal Information](#)
- [Changing Your Pronoun to Public](#)

Change My Personal Information

1. From the Workday search bar, enter 'Change My Personal Information' and select the **Change My Personal Information** task.

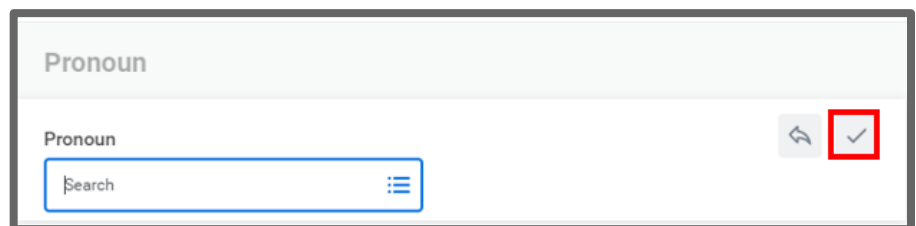


2. Click the **pencil editor** in the section you wish to change. (e.g., Pronoun)

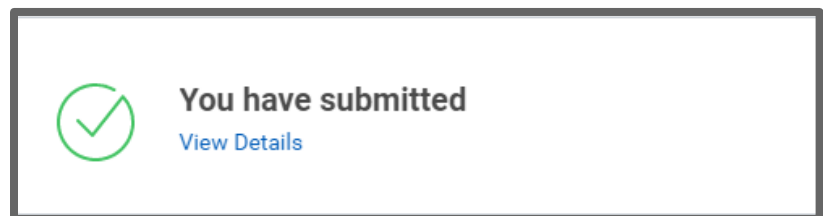


3. Scroll to the section that needs adjustment and click on the **Edit** button.

4. Use the **Undo** button or the **Save** button as needed in each section until you have made all the required adjustments.



5. Click **Submit**.
6. You will see a 'You have submitted' confirmation with a **View Details** link that allows you to view the process.



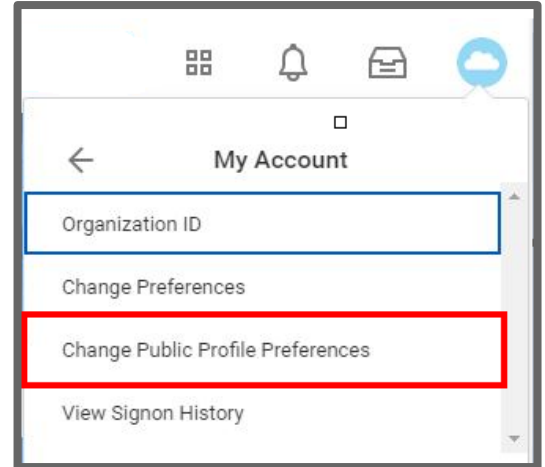
Additional steps may be added depending on what was changed. For example, if you changed your date of birth, it would require approval, for a marital status, a **To Do** button will appear to adjust your Tax Withholding Information. Please see the appropriate job aid to complete those steps.

7. Click **Done**.

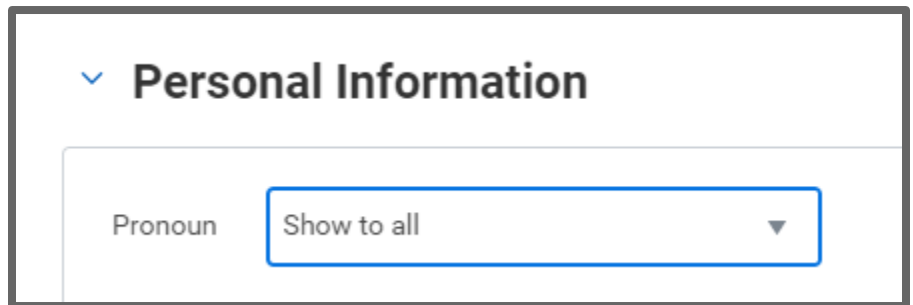
Changing Your Pronoun to Public

To allow others to see your selected pronoun, follow these steps.

1. Click your profile picture or cloud and select **My Account**>**Change Public Profile Preferences**.



2. In the **Pronoun** field, select Show to All.



3. Click **OK**.

4. You will receive a 'You have submitted' confirmation with a **View Details** link that allows you to view the process.

