

PERSONAL INFORMATION

Personal information is part of the Onboarding process in Workday. If for any reason, at any time, your disability information needs to be updated, please follow the instructions below:

1. Go to your Workday profile and click the **Personal Information widget**.
2. Under **Change**, click **Personal Information**.
3. Select **Add**, the **Pencil**, or the **X** to add, update, or delete a disability selection.
4. Click **Submit**.

SELF-IDENTIFICATION OF DISABILITY

Self-Identification of Disability is part of the Onboarding process in Workday. If for any reason, at any time, your disability information needs to be updated, please follow the instructions below:

1. Go to your Workday profile, click the **cloud** in the upper right hand corner, and then click **View Profile**.
2. Click on the **Actions** button under your name and title.
3. Hover over **Personal Data**. Select **Change Self-Identification of Disability**.
4. Through this task, you will be able to update/change your selection. After selecting the appropriate box, click **Submit**.



Please note: If your Personal Information and Self-Identification of Disability do not match, you will receive a To Do to one of the tasks to make the selections match.