




WORKDAY QUICK GUIDE

EDIT PERSONAL INFORMATION

<p>1. Select the Personal Information Worklet.</p>	 <p>Personal Information</p>
<p>2. Select type of information you want to edit.</p>	<p>Change</p> <p>Contact Information</p> <p>Personal Information</p> <p>Emergency Contacts</p> <p>Legal Name</p> <p>Business Title</p>
<p>3. If there is an Edit button, select Edit.</p> <p>4. If there is a Pencil icon, select it for the fields you want to change.</p> <p>5. Edit the information, as appropriate.</p> <p>6. If there is a Check icon, select it to save your changes.</p>	<p>Edit</p> <p>✕ </p> <p>Last Name * Forster</p> <p>↩ </p>
<p>7. Select Submit.</p>	<p>Submit</p>

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