

WORKDAY QUICK GUIDE

EDIT PERSONAL INFORMATION

1. Select the Personal Information Worklet.	 <p>Personal Information</p>
2. Select type of information you want to edit.	Change <input type="button" value="Contact Information"/> <input type="button" value="Personal Information"/> <input type="button" value="Emergency Contacts"/> <input type="button" value="Legal Name"/> <input type="button" value="Business Title"/>
3. If there is an Edit button, select 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.	<input type="button" value="Edit"/> <input type="button" value="X"/> <input type="button" value="Pencil"/> Last Name * <input type="text" value="Forster"/> <input type="button" value="Back"/> <input type="button" value="Check"/>
7. Select Submit .	<input type="button" value="Submit"/>

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