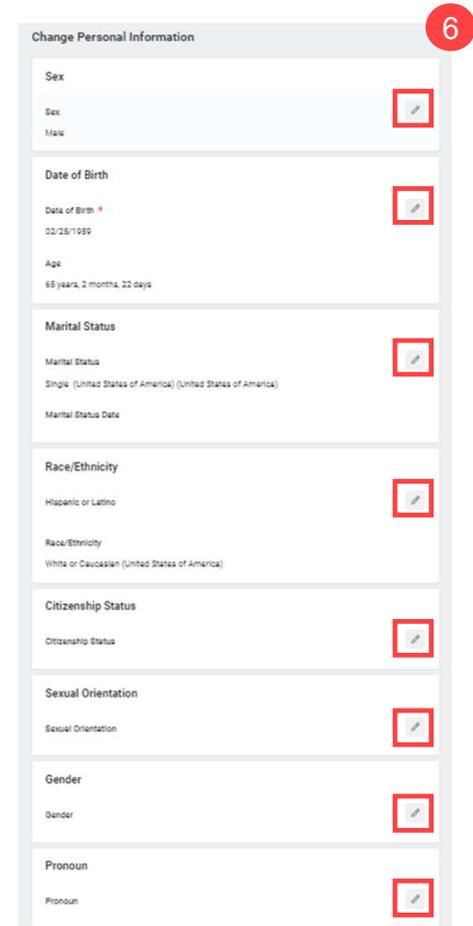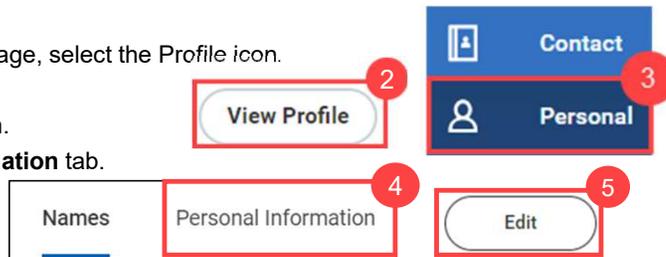# Change Personal Information

The ***Change Personal Information*** task allows employees to update and modify their personal information. Personal information includes information such as sex, date of birth, marital status, race/ethnicity, citizenship, gender, and pronouns. Employees will be prompted to provide this information during onboarding and can make changes as necessary within myURHR.

## Change Personal Information

1. From the Workday Home Page, select the Profile icon.
2. Select **View Profile**.
3. Select the **Personal** section.
4. Select the **Personal Information** tab.

5. Select **Edit.**
6. From the ***Change Personal Information*** page, select the pencil icon next to the information section to be updated in order to make changes. After selecting the pencil icon, select the field and enter the necessary changes. Only fields marked with *are required. All other fields are optional but encouraged. Select anywhere outside of the section or the checkmark to confirm the changes.
7. Enter any comments or upload any attachments using the **enter your comment** and **attachment** fields.
8. Select **Submit** at the bottom of the page to submit the changes.
   - Alternatively, select **Save for Later** to save the changes as a draft.
   - Select Cancel to cancel the changes.

# Change Personal Information

## Change Self-Identification of Disability

1. From the Workday Home Page, select the Profile icon.
2. Select **View Profile**.
3. Select the **Actions** icon.
4. Scroll **Personal Data,** then select **Change Self-Identification of Disability.**
5. Scroll down to select the relevant option:
   - Yes, I have a disability, or have had one in the past.
   - No, I do not have a disability and have not had one in the past.
   - I do not want to answer.
6. Select **Submit.**

## Change My Veteran Status Identification

1. From the Workday Home Page, select the Profile icon.
2. Select **View Profile**.
3. Select the **Actions** icon.
4. Scroll **Personal Data,** then select **Change My Veteran Status Identification.**
5. Scroll down to select the relevant Veteran Status.
6. If you selected **Identify as One or More of the classifications of protected veterans**, you will then need to check the boxes of the relevant classifications.
7. Select **Submit.**

Updated: January 2025