

Change My Personal Information

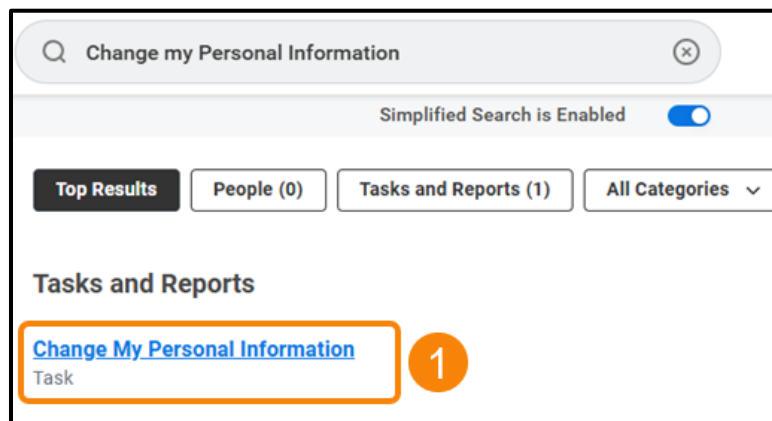
Students can use the **Change My Personal Information** task in Workday to update the following information:

- Gender
- Date of Birth*
- Marital Status
- Race/Ethnicity
- Citizenship Status
- Add Military Service
- Gender Identity
- Pronoun

*Reporting or changing **Date of Birth** requires documentation

1. In the Workday search bar, enter:

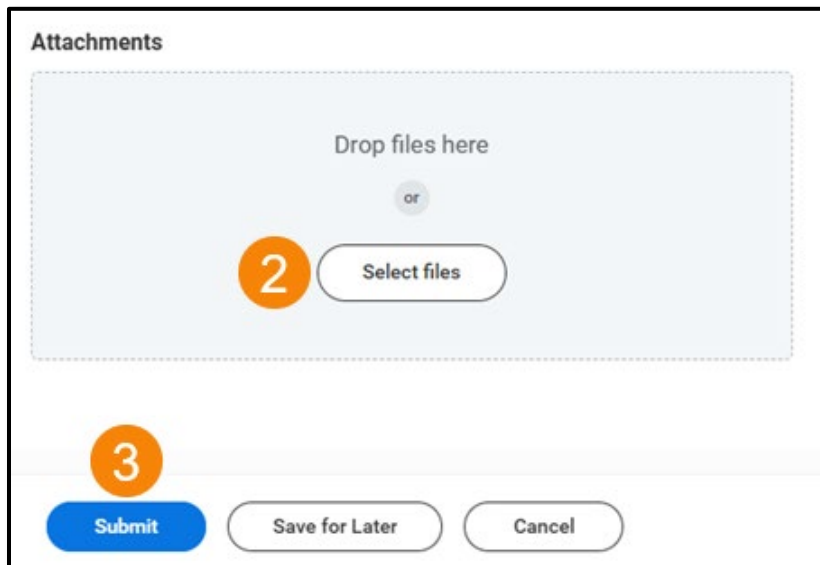
Change My Personal Information, and click on the result:



2. If needed, include an **attachment***

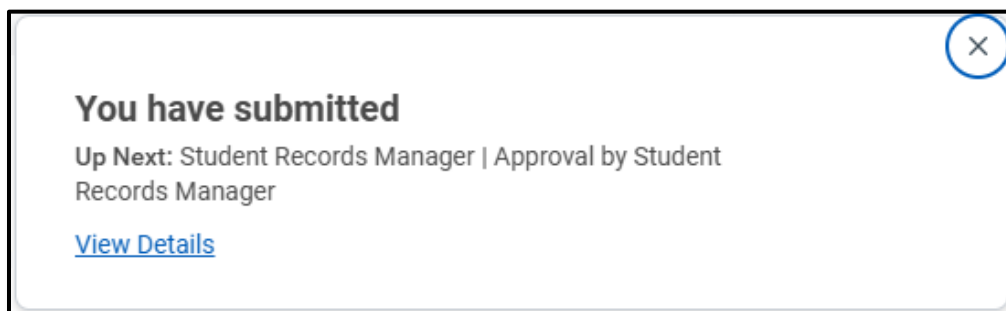
* If you are updating your **Date of Birth**, an attachment with documentation of the proposed change is required (copy of birth certificate, state-issued ID, passport, etc.).

3. Click **Submit** when done.



The screenshot shows a form section titled "Attachments". It features a large dashed border area with the text "Drop files here" and a small "or" button below it. To the left of a "Select files" button is an orange circle with the number "2". Below this area, there is a blue "Submit" button with an orange circle containing the number "3" above it, followed by "Save for Later" and "Cancel" buttons.

The process is routed to Enrollment Services, who will confirm the change.



The screenshot shows a confirmation message box with a close button (X) in the top right corner. The text inside reads: "You have submitted", "Up Next: Student Records Manager | Approval by Student Records Manager", and a blue link "View Details".