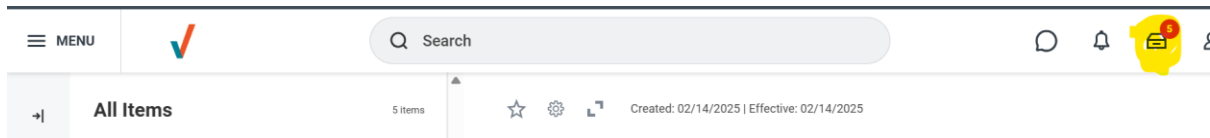**Step 1: Log in to Workday**

- Go to your Workday

- Enter your credentials and log in.

◆ **Step 2: Navigate to inbox > Right side corner**



◆ **Step 3: Access Government IDs information**

- In the left-side "**ID Change**".

- Click the **Add** icon > select type of ID



1. Select the **ID Type**

2. Update the **ID Number**

3. Check that the **Country** is accurate

4. Click **OK** or **Submit**