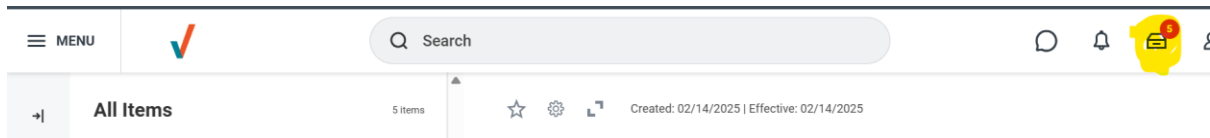**Step 1: Log in to Workday**

- Go to your Workday

- Enter your credentials and log in.

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

◆ **Step 3: Access Personal Information**

- In the left-side "**Enter Personal Information**".

- Click the **Edit** (pencil) icon next to the section you wish to update.
- Click Submit