Workday@Marymount

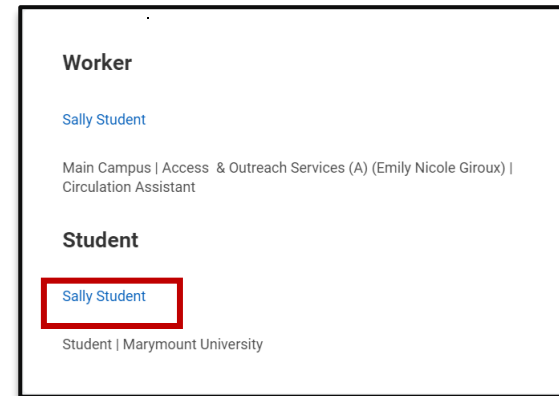**Workday Task:** Update Personal Information   **Audience:** Student

Overview: Any Student can request an update to their personal information from the student profile.

Note: Some changes made to student personal information will require approval from the Office of the Registrar. Student that are also employees (faculty, staff, student workers, graduate assistants) may also have additional approvals required thru Human Resources. For changes that require additional approval, please allow up to three business days before changes are reflected in the system.
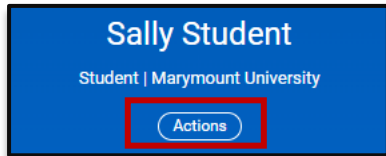
Navigating to the Student Profile

1. Log in to your Workday account.

2. Navigate to your **Student Profile** by clicking on the Profile icon [👤] in the top right corner of the screen and then click **View Profile**.

   *Note: **Student workers** will have a Worker Profile and a Student Profile. Clicking on the profile icon will default to the Worker profile. Click on the blue hyperlinked name from the Worker Profile to switch to the **Student Profile**.*

Worker

Sally Student

Main Campus | Access & Outreach Services (A) (Emily Nicole Giroux) | Circulation Assistant

Student

Sally Student

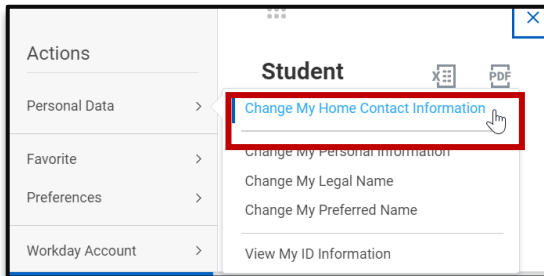Student | Marymount University

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Update Contact Information

1. Click the **Actions** button.

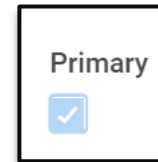2. Hover over **Personal Data** and select and click **Change My Home Contact Information.**

3. Click in the Pencil icon 🖉 to update the applicable

   section. The following sections are available for updates:

   - Address

   - Phone

   - Email

   - Instant Messenger

   - Web Address

   Note: *There must be a primary Address, Phone, and Email on record. When updating these areas be sure to select the **Primary** Check box at the top of the section on one of the entries.*
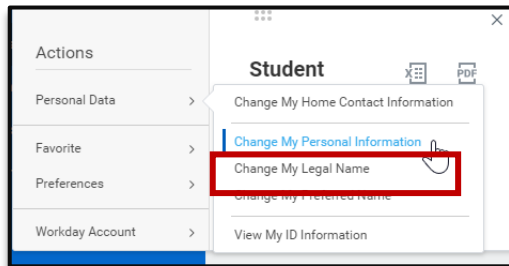

4. Click the Check Mark ☑ icon or click outside of the box to save changes.

5. Click the **Add** button at the bottom of each section to add additional information.

6. Enter any applicable comments in the **Comments** field.

7. Click **Submit**.

Update Personal Information

1. Click the **Actions** button.
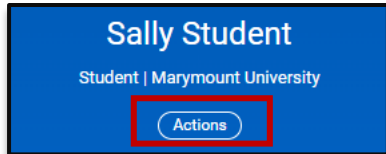
2. Hover over **Personal Data** and select and click **Change My Personal Information.**

3. Click in the Pencil icon ✎ to update the applicable

section.

Note: Attachments are required when making a Personal Information Change. The following are the required documentation:

- *Date of Birth Documentation: Birth Certificate or Driver's license*

4. Click the Check Mark ✓ icon or click outside of the box to save changes.

5. Enter any applicable comments in the **Comments** field.

6. Click **Select Files** to upload applicable **Attachments** and use *Personal Information* as the **Category**.

7. Click **Submit**.

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Update Legal Name

1. Click the **Actions** button.
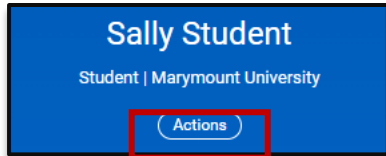
2. Hover over **Personal Data** and select and click **Change My Legal Name**.
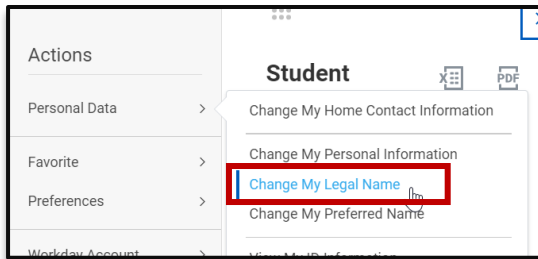
3. The **Effective Date** will default to today's date. Do not change the Effective Date.

4. Enter the name change updates in the appropriate fields.

5. Enter any applicable comments in the **Comments** field.

6. Click **Select Files** to upload applicable **Attachments** and use *Legal Name Change* as the **Category**.
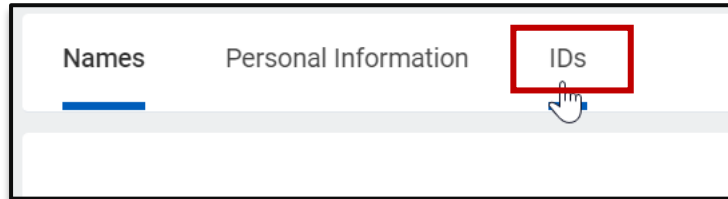
    Note*: Attachments are required when making a Legal*

Name Change. Documentation to attach may be a marriage license, social security card, or government ID.

7. Click **Submit**.

Workday Task: Update Personal Information   **Audience:** Student

Update National ID

1. Click the **Personal** tab.

2. Click the **IDs**

3. Click the **Edit** button at the top of the National IDs page

   Note: *If you are a student with a US Individual Taxpayer Identification Number (ITIN), please select ITIN instead of Social Security Number.*

4. Enter the new National ID Number in the **Add/Edit ID** column.

5. Enter the Issue Date in the **Issue Date** column.

6. Enter the Expiration Date in the **Expiration Date** column, if applicable.

7. Enter any applicable comments in the **Comments** field.

8. Click **Select Files** to upload **Attachments** and use *Other* as the **Category**.

   Note: *You will need to upload a picture of the new social security card/ national ID card as proof of the updated National ID number as the attachment.*

9. Click **Submit**.

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