



How to review or update your personal data in Workday

- From [My HR](#), enter **updating your gender, race/ethnicity, disability and veteran status** in the search feature and follow the instructions provided in the QRG (with screenshots).

or

- From [My HR](#), click the link for [Workday](#).
- Click the **cloud** icon from the upper right corner of the screen, then choose **View profile** from the dropdown menu.
 - **For race/ethnicity or gender:** Select *Personal* from the left navigation. Click the *Edit button* from the center of the screen. Then use the *pencil icon* next to the type of personal information you need to edit.
 - **For veteran or disability status:** Click the *Actions button* at the top of the left navigation, Hover over *Personal Data* on the Actions submenu, then choose either *Change My Veteran Status Identification* or *Change Self-Identification of Disability* as appropriate.