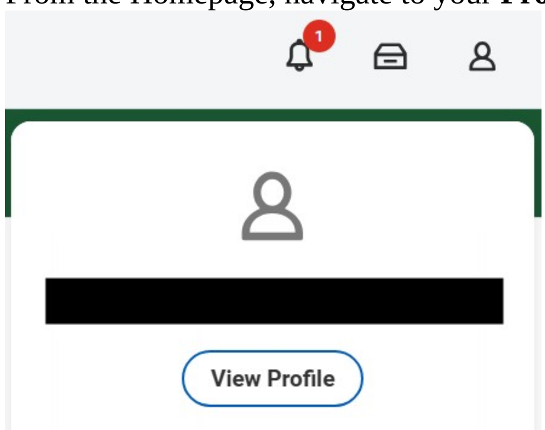
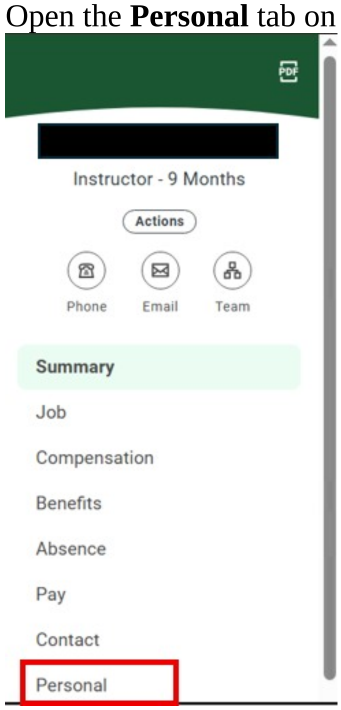
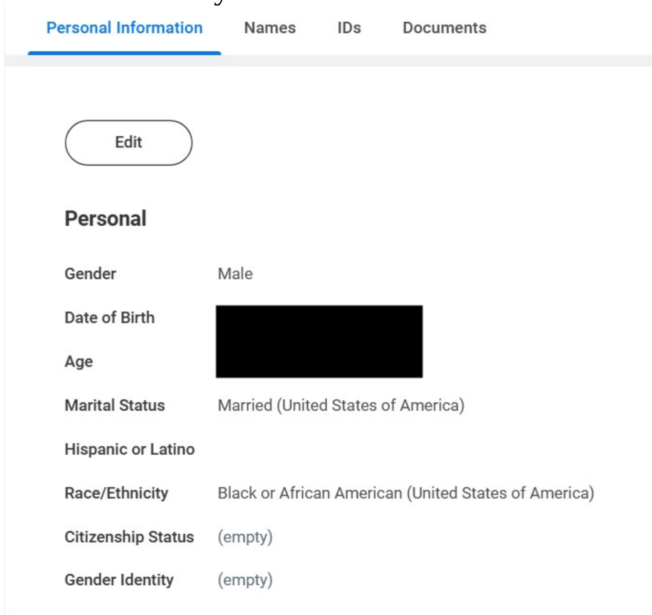
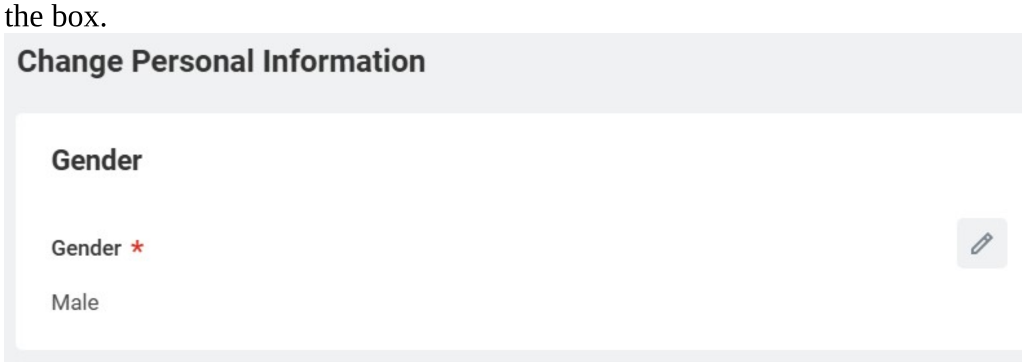
Workday: Update Personal Information

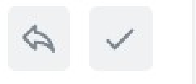
Document Information

Department: Office of Human Resources | HR Training Template No.:
Effective Date: 6/24/2026 | Revision(s): v2
Subject: Update Personal Information
Purpose: This guide will show users how to change personal, contact information, and emergency contacts.
Related References:

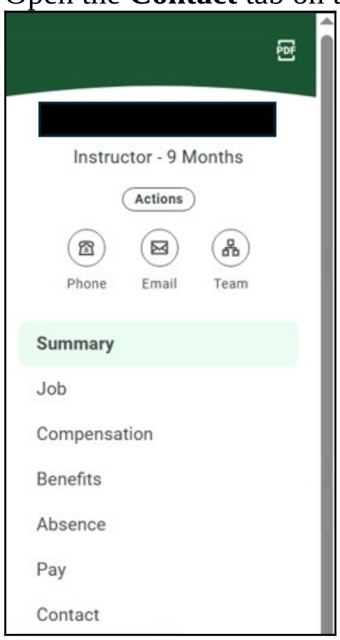
Personal Information

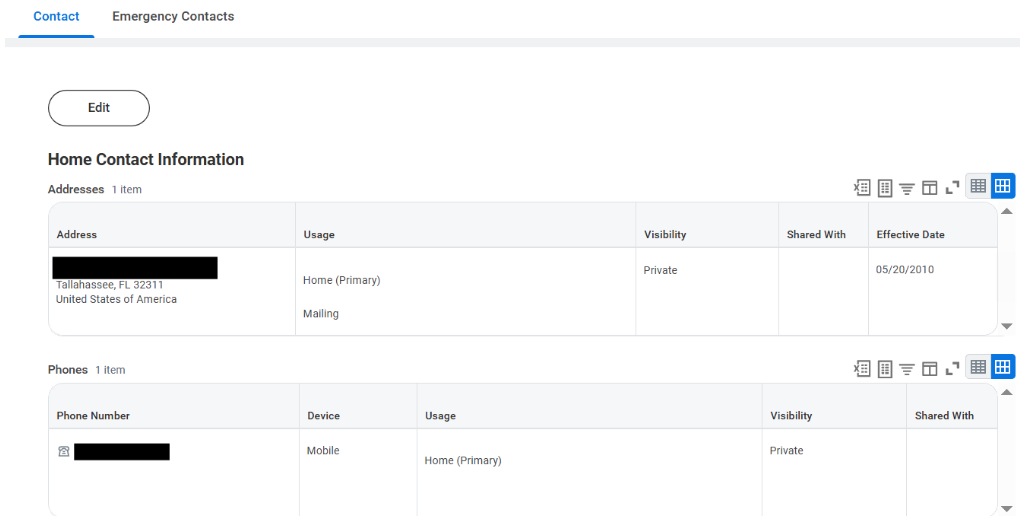
Step	Actions
1.	From the Homepage, navigate to your **Profile**. Select **View Profile**. 
2.	Open the **Personal** tab on the left side of the screen. 
3.	Note the various subtabs; **Personal Information, Names, IDs**, and

Step	Actions
	Documents. Stay on the Personal Information tab and select **Edit**. 
4.	The following Personal Information is editable: • Gender • Date of Birth • Marital Status • Race/Ethnicity • Citizenship Status • Gender Identity • Disability • Military Service You can edit these fields by selecting the **Pencil Icon**, or simply clicking into the box. 
5.	Select the checkmark to save. Select **Submit**. Note that if you do not select the checkmark prior to submitting, the information you populated will still save automatically.

Step	Actions
	
6.	Personal information may route to HR for approvals depending on the information that was updated (i.e. legal name change).

Contact Information

Step	Actions
1.	From the Homepage, navigate to your **Profile**. Select **View Profile**.
2.	Open the **Contact** tab on the left side of the screen. 
3.	Note the various subtabs; **Contact** and **Emergency Contacts** Stay on the Contact Information tab and select **Edit**.

<table>
<tr><th>Step</th><th>Actions</th></tr>
<tr><td></td><td>


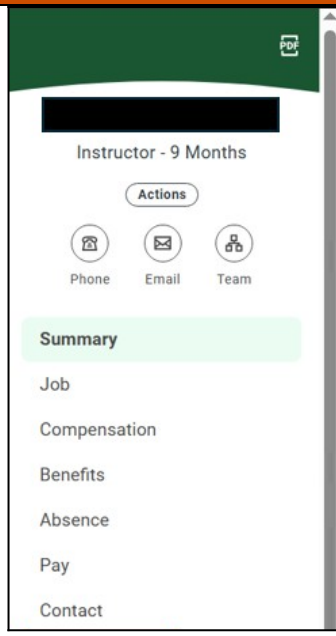
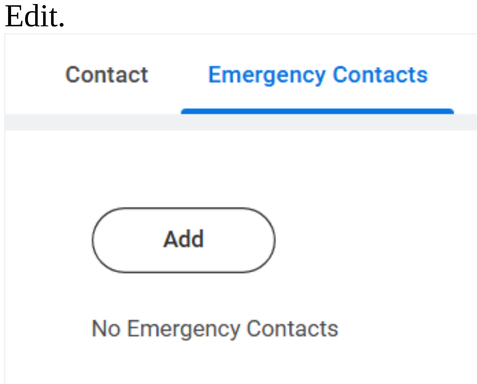
</td></tr>
<tr><td>4.</td><td>The following Contact Information is editable:

Address
Phone
Email
Instant Messenger
Web Address

You can edit these fields by selecting the Pencil Icon, or simply clicking into the box.</td></tr>
<tr><td>5.</td><td>Select Submit.</td></tr>
<tr><td>6.</td><td>Contact information may route to HR for approvals if your address has been updated depending on tax requirements.</td></tr>
</table>

Emergency Contacts

Step	Actions
1.	From the Homepage, navigate to your **Profile**. Select **View Profile**.
2.	Open the **Contact** tab on the left side of the screen.

Step	Actions
	
3.	Note the various subtabs; **Contact** and **Emergency Contacts**. Select the **Emergency Contacts** tab and select **Add** or **Edit**. Note that you will see Add if you have not yet entered an Emergency Contact. If you already have an Emergency Contact and need to add more, you will see Edit. 
4.	The following Contact Information is required: • Legal Name • Relationship • Phone Number You can edit these fields by selecting the **Pencil Icon**, or simply clicking into the box.
5.	Select **Submit**.

Step	Actions
6.	You have successfully updated your emergency contact.

Please contact workday@famu.edu with additional questions.