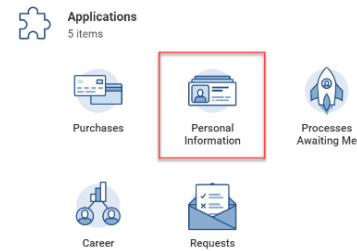


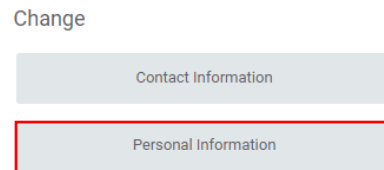
<b>HOW DO I ...</b> Change My Personal Information?	<b>ABOUT THIS TASK:</b> Describes how to change date of birth, citizenship, gender identify and pronoun.
<b>AUDIENCE:</b> All UBC Staff and Faculty.	<b>DETAILED JOB AID:</b> <a href="#">Change Personal Information</a>


**Note:** All values in screenshots are examples only and may not refer to actual data in Workday.

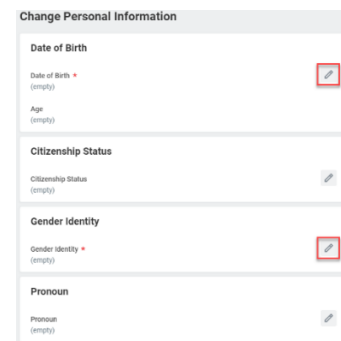
1. On **Workday's home page**, under **Applications**, click **Personal Information**.



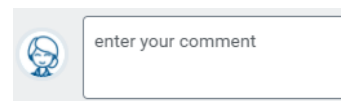
2. From the **Change** tab, select **Personal Information**.



3. On the **Change Personal Information** page, click  and *edit* the information you want to change. You can change your:
  - Date of Birth
  - Citizenship
  - Gender Identify
  - Pronoun

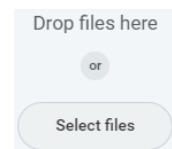


4. In the Comment field, *enter* a comment (optional).

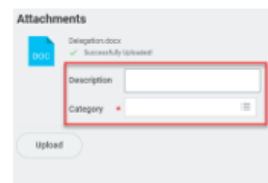


5. **Upload supporting documents** (e.g., birth certificate) by *dragging* the document onto the designated area on the screen or by *selecting* and *uploading* files on to the system.

**TIP:** Required only for Date of Birth or Citizenship Status changes.



6. *Enter* the **document description** and *select* the category (e.g., ID Verification).



7. *Click* **Submit**.

**Note:** Date of Birth and Citizenship Changes are forwarded to HR for approval.



8. *Click* **Done**.

