PERSONAL INFORMATION

Personal information is part of the Onboarding process in Workday. If for any reason, at any time, your disability information needs to be updated, please follow the instructions below:

1. Go to your Workday profile and click the Personal Information widget.
2. Under Change, click Personal Information.
3. Select Add, the Pencil, or the X to add, update, or delete a disability selection.
4. Click Submit.

SELF-IDENTIFICATION OF DISABILITY

Self-Identification of Disability is part of the Onboarding process in Workday. If for any reason, at any time, your disability information needs to be updated, please follow the instructions below:

1. Go to your Workday profile, click the cloud in the upper right hand corner, and then click View Profile.
2. Click on the Actions button under your name and title.
4. Through this task, you will be able to update/change your selection. After selecting the appropriate box, click Submit.

Please note: If your Personal Information and Self-Identification of Disability do not match, you will receive a To Do to one of the tasks to make the selections match.