

Updating Personal Information

Including Gender, Ethnicity/Race, Pronouns, Disability and Military Status

8 Steps [View most recent version](#) 

Created by
Alex Drabik

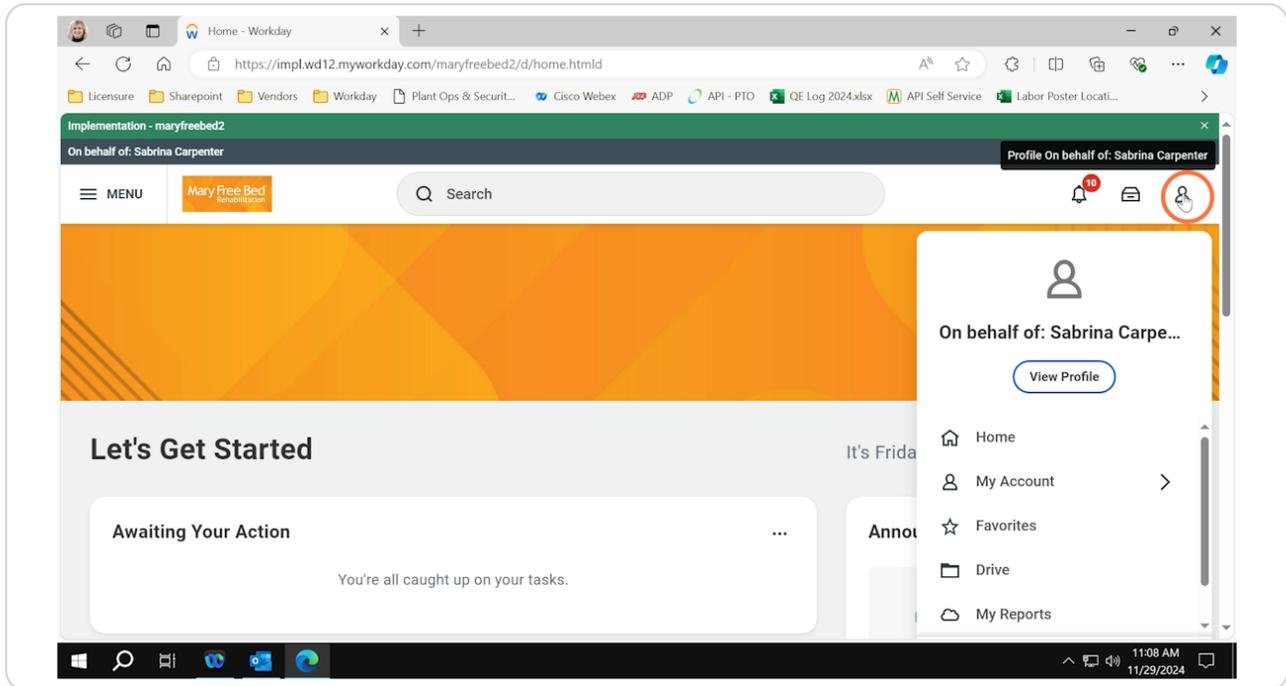
Creation Date
Nov 29, 2024

Last Updated
Nov 29, 2024

STEP 1

Click on Employee button

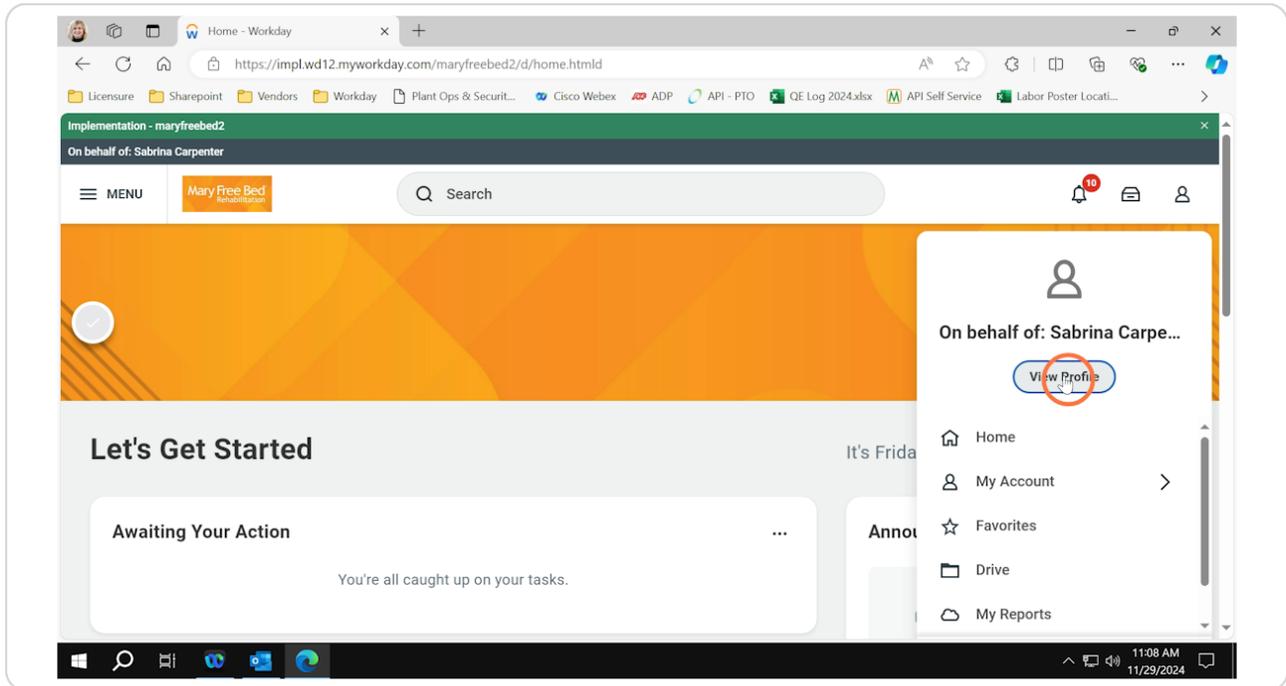
In top right hand corner, select the Employee button



STEP 2

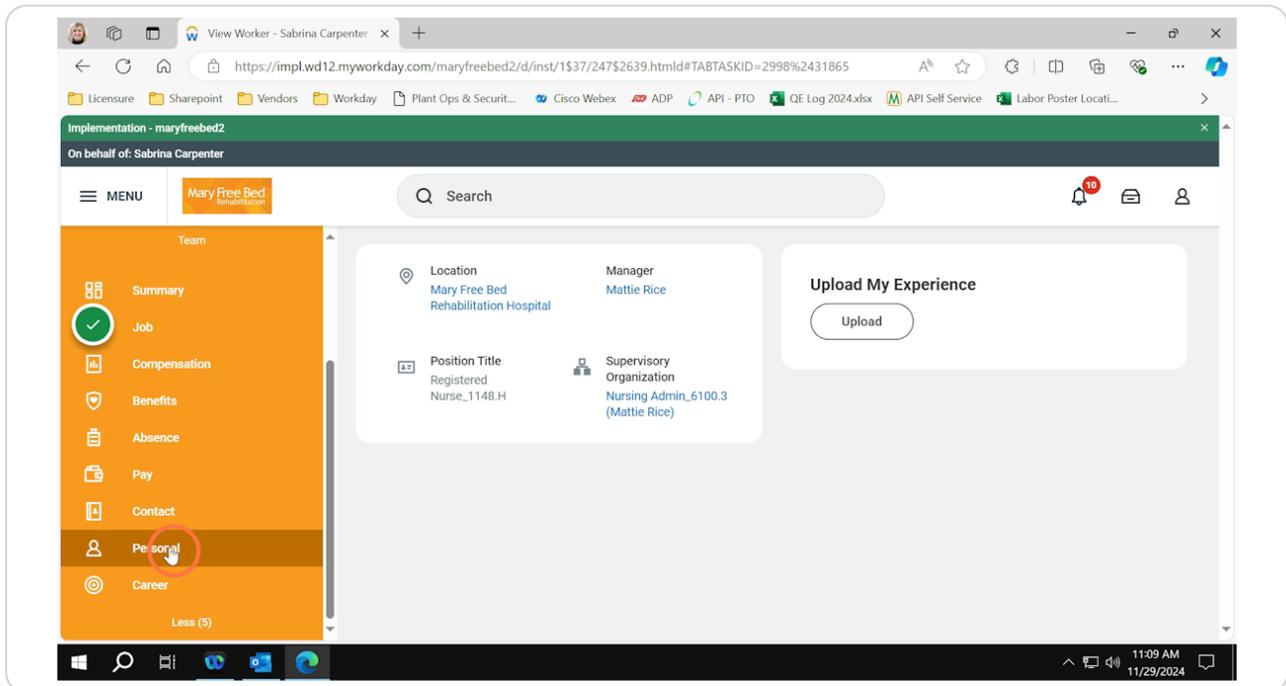
Click on 'View Profile'

Select 'view profile' to be taken to your employee information



STEP 3

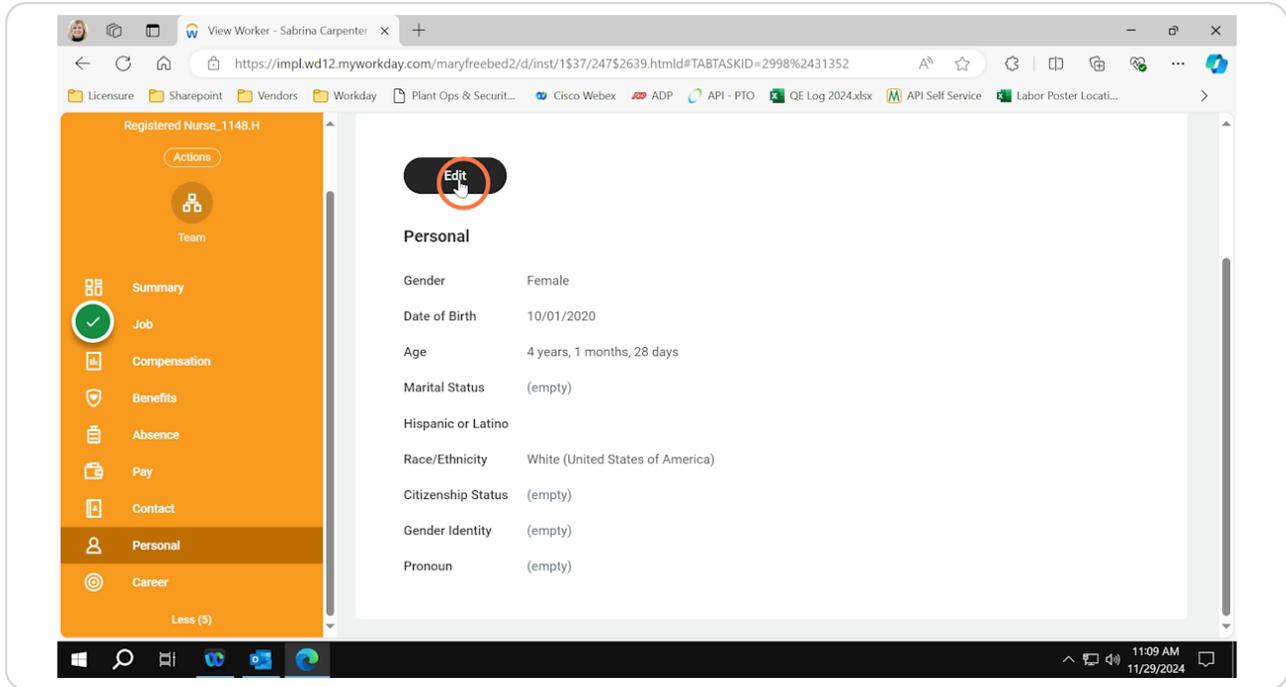
Select 'Personal' tab on left hand side menu



STEP 4

Click 'Edit' to update

To change items related to Ethnicity/Race, Citizenship, Gender Identity, Pronouns, Disability and Military status, select the edit button and update as appropriate. (please note: 'Gender' must remain as sex assigned at birth due to insurance needs and enrollment)



The screenshot shows a web browser window displaying a worker's profile page. The browser's address bar shows the URL: <https://impl.wd12.myworkday.com/maryfreebed2/d/inst/1537/24752639.html#TABTASKID=2998%2431352>. The page title is "Registered Nurse_1148.H". On the left side, there is a navigation menu with various options: Actions, Team, Summary, Job, Compensation, Benefits, Absence, Pay, Contact, Personal, and Career. The "Personal" option is currently selected. On the right side, there is a "Personal" section with the following information:

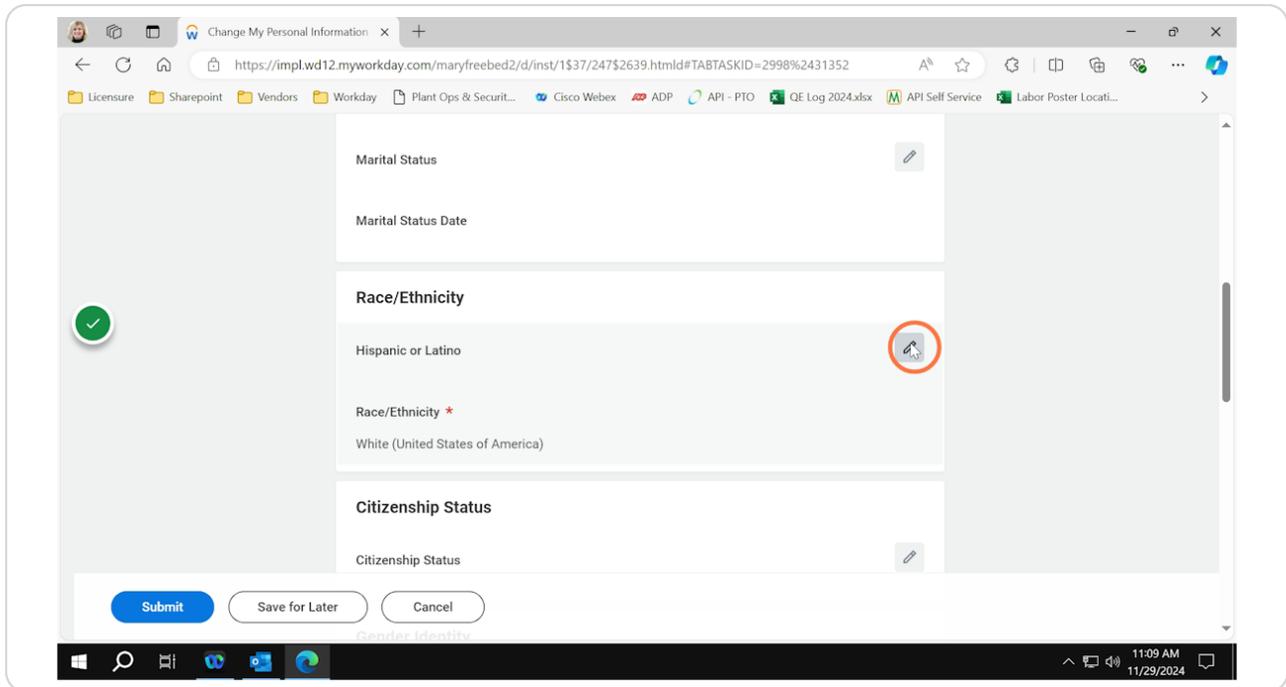
Field	Value
Gender	Female
Date of Birth	10/01/2020
Age	4 years, 1 months, 28 days
Marital Status	(empty)
Hispanic or Latino	
Race/Ethnicity	White (United States of America)
Citizenship Status	(empty)
Gender Identity	(empty)
Pronoun	(empty)

The "Edit" button is circled in red, indicating it should be clicked to update the profile information.

STEP 5

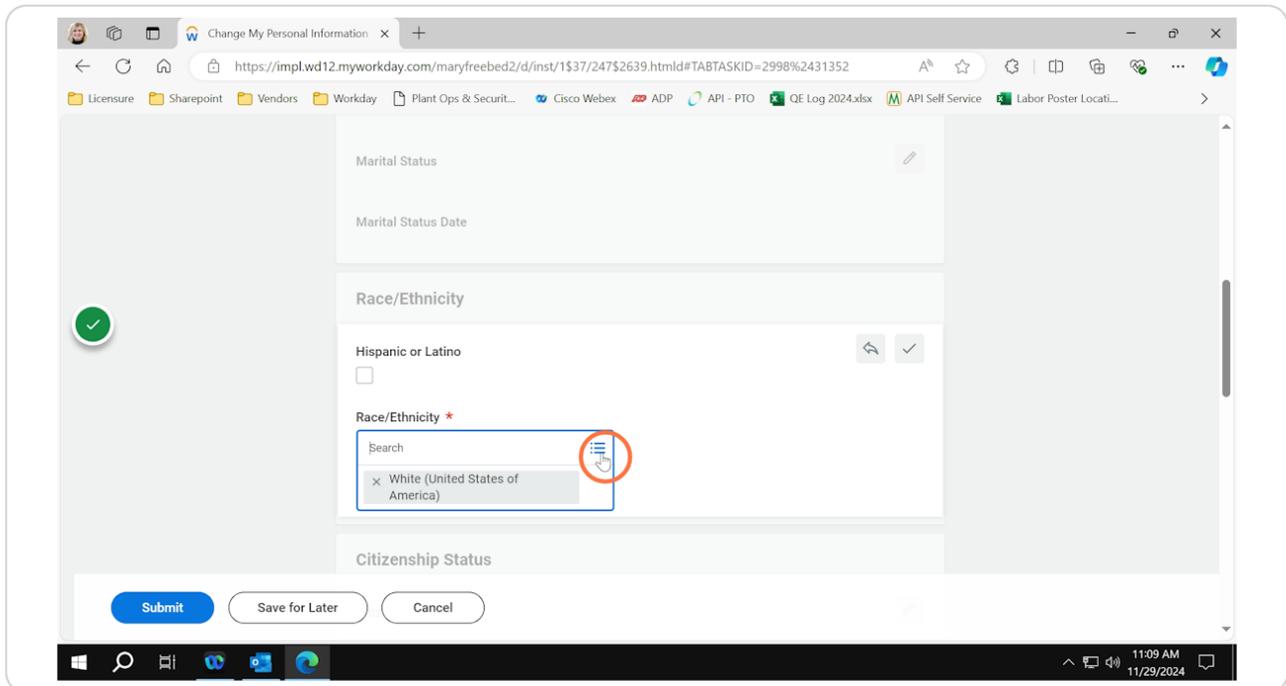
Select the pencil button on any category to update

Scroll through and update the applicable fields as necessary by clicking the pencil button and then viewing options under each category.



STEP 6

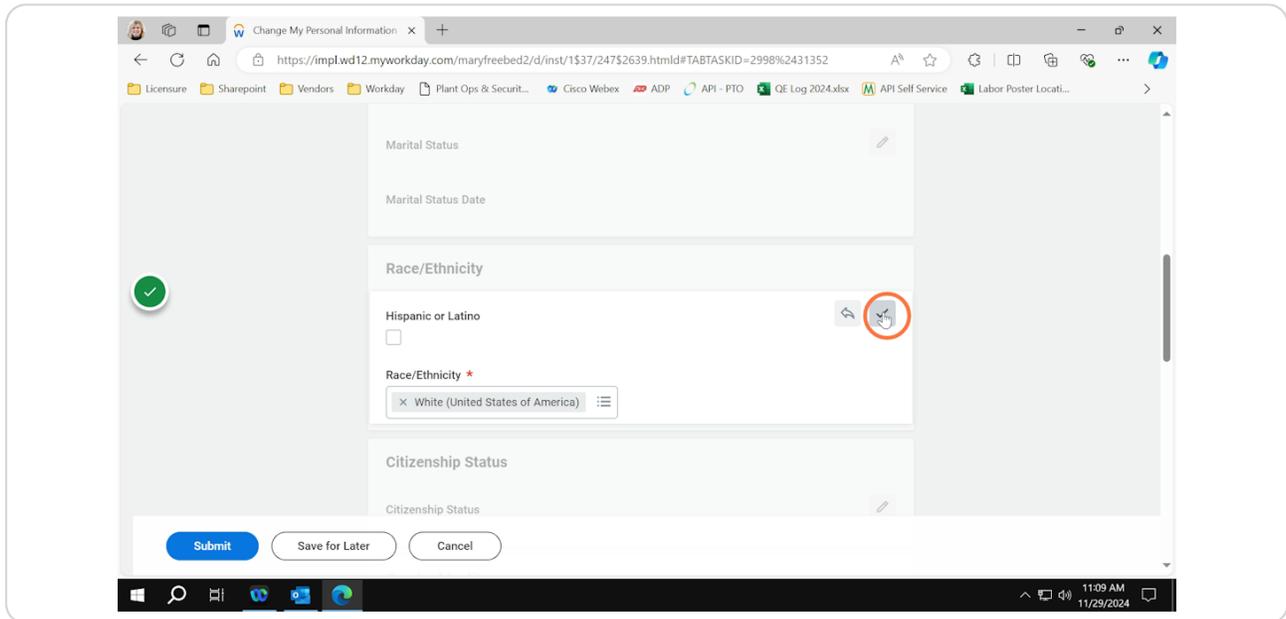
Click ellipses to view options and update



STEP 7

Click check mark to 'lock in' any updated selections

Please note: this does not finalize and submit your updates until the big blue 'Submit' button at the bottom of the screen is selected



STEP 8

Select 'Submit' at the bottom of screen to finalize all changes

