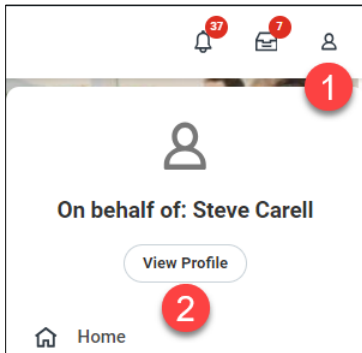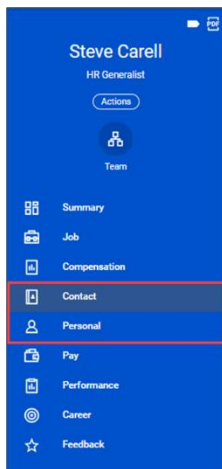# Modify Personal Information

From your Workday Profile, click the **Contact** and **Personal** tabs to update your personal information.

1. Click **Profile** ⚇ .

2. Click **View Profile**.

3. Click **Contact** to update your address, phone number, emergency contacts, etc. or click **Personal** to update your personal demographic information.

You may also click **MENU**, **Personal Information** and click **Contact Information** and **Personal Information** in the Change section.

Contact Information

1. On the **Contact** sub-tab, click the **Edit** button to update your address, phone number, email address, etc.

Note: Your contact information is set to Private. If you update it to be Public, it will be visible to all company employees.

*__Mexico__: Personal Information includes Sex Assigned at Birth, Date of Birth, Place of Birth, Marital Status, Aboriginal/Indigenous Identification, Citizenship Status, Relatives' Names, Sexual Orientation, Gender Identity, Pronouns, and Disability.

2. Click the **Edit** ✏ icon to the right of any section that needs changes.

3. Click in the field and make your changes.

4. Click **Submit** to save the changes. Click **Save for Later** to save your progress so you can continue later. Click **Cancel** if you do not wish to make any changes.

Personal Information

1. On the **Personal** Information sub-tab, click the **Edit** button to update your personal demographic information:

2. ***Personal Information**: Sex Assigned at Birth, Date of Birth, Marital Status, Race/Ethnicity, Citizenship Status, Sexual Orientation, Gender Identity, and Pronouns

3. **Names**: Your preferred name and/or legal name

4. **IDs**: Government IDs, Passports and Visas

5. **Documents**: Worker documentation

6. Certain changes like Marital Status may require supporting documentation, which you can upload via the **Attachments** field.

7. Click Edit in any section that needs changes.

8. Click in the field and make your changes.

9. Click **Submit** to save the changes. Click **Save for Later** to save your progress so you can continue later. Click **Cancel** if you do not wish to make any changes.