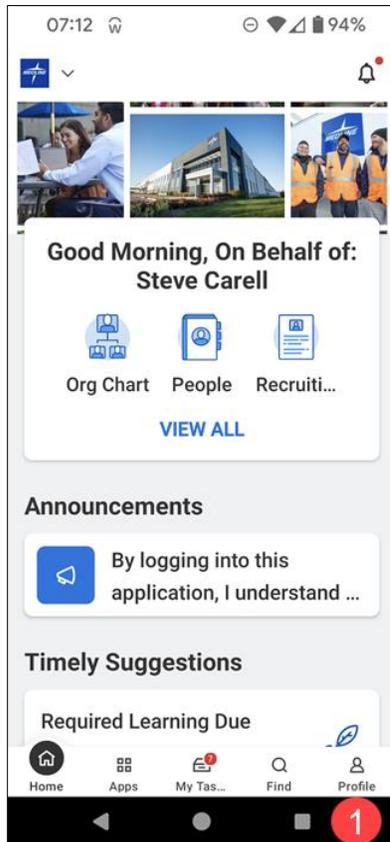


Mobile App Personal Info

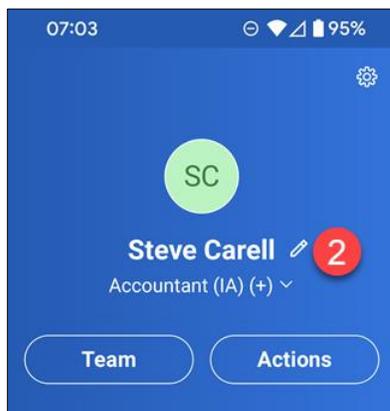
Update Personal Information

From the Workday Mobile App, edit your personal information in your Profile.

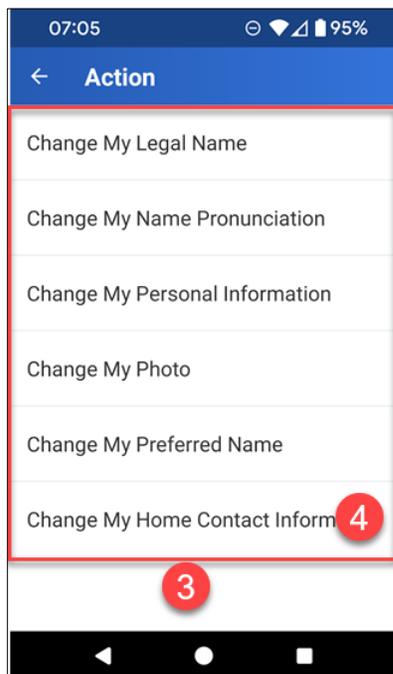
1. From the Home screen, click **Profile**.



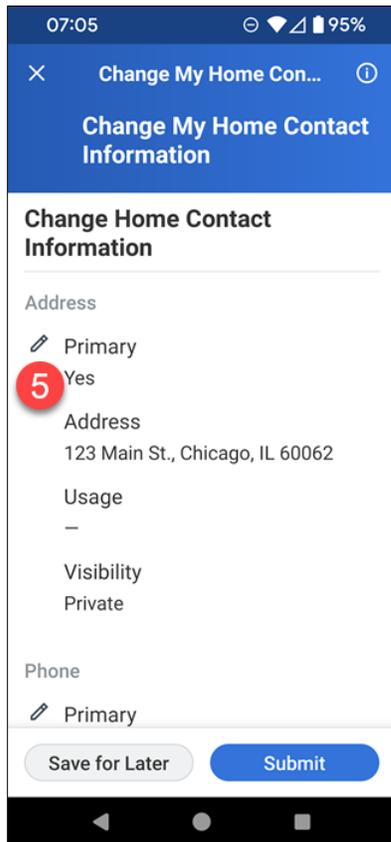
2. To the right of your name, click **Edit** .



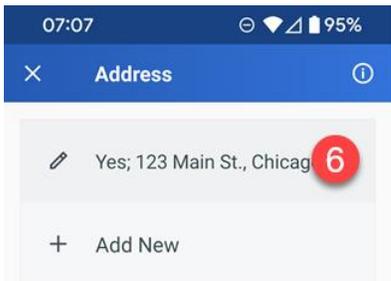
3. Click any of the following to make changes:
 - a. Change My Legal Name
 - b. Change My Name Pronunciation
 - c. Change My Personal Information
 - d. Change My Photo
 - e. Change My Preferred Name
 - f. Change My Home Contact Information
4. For example, click **Change My Home Contact Information**.



5. Click the **Edit**  button to the left of any fields you wish to change. For example, Primary Address.



6. Click the item you wish to change.



7. Change any of the fields necessary.
8. Click ✓ to save changes.

08:25 100%

× Address ✓

8

Address
123 Main St., Chicago, IL 60062

Effective Date
× 03/21/2024

Primary
Yes 7

Country *
× United States of America

Address Line 1 *
123 Main St.

Address Line 2

City *
Chicago

9. Click **Close** to exit.

07:08 95%

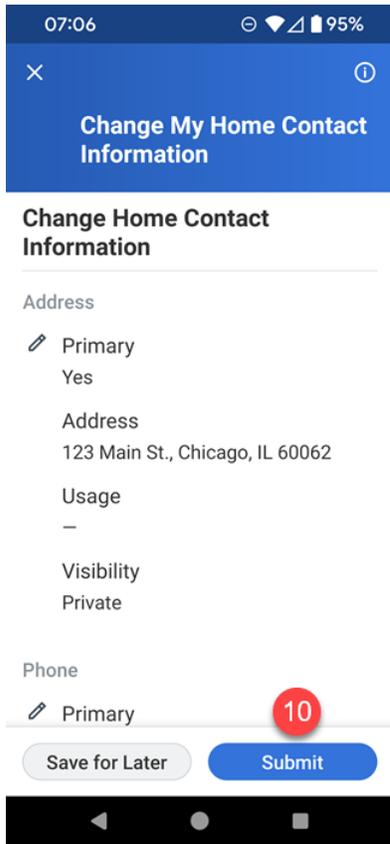
× Address ⓘ

9

✎ Yes; 123 Main St., Chicago, I...

+ Add New

10. Click **Submit** to complete the change.



11. Close the Successfully Completed dialog screen.

