




# how to review or update your personal data in workday

## OPTION ONE: Follow the QRG Instructions

1. Go to [My HR](#).
2. In the search feature, enter: **Updating your gender identity, race/ethnicity, disability and veteran status**.
3. Follow the instructions (which includes screenshots) provided in the QRG.

## OPTION TWO: Follow these step-by-step instructions

1. Go to [My HR](#) and click the link for [Workday](#).
2. Click  the icon from the upper right corner of the screen, then choose **View profile**.
3. **For race/ethnicity or gender identity:**
  - Select **Personal** from the left navigation.
  - Click the **Edit** button.
  - Then use the **pencil icon** next to the type of personal information you need to edit.
4. **For veteran or disability status:**
  - Click the **Actions** button (top of the left navigation, under your name and title).
  - Hover over **Personal Data** on the Actions submenu.
  - Choose either **Change My Veteran Status Identification** or **Change Self-Identification of Disability** as appropriate.