

Updating Personal Information in Workday

- 1) Log into Single-Sign on <https://sso.tamus.edu/>
- 2) Select "Workday"

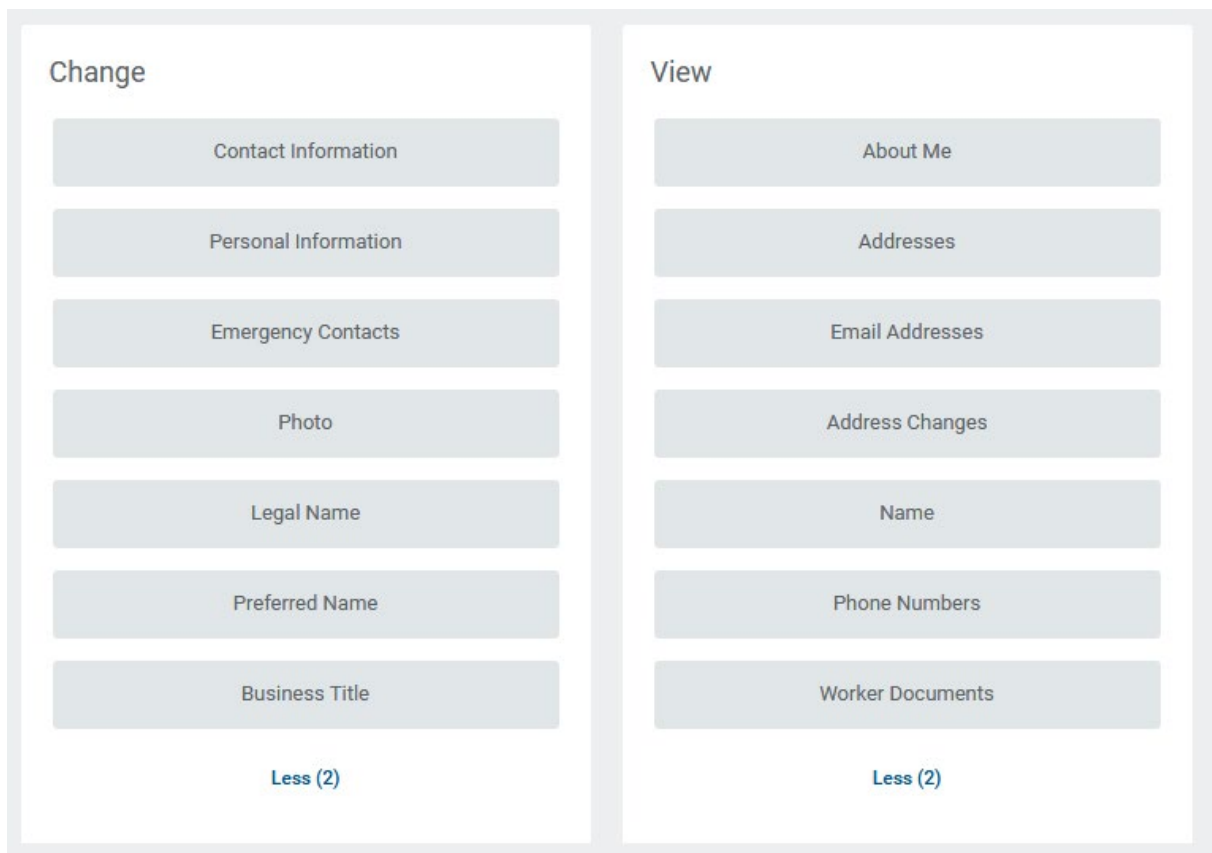


- 3) Select the Worklet for "Personal Information"

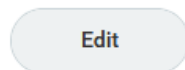
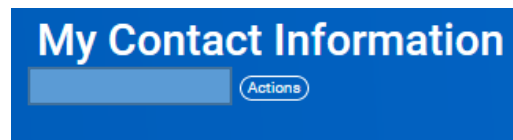


**Personal
Information**

- 4) You can "Change" or "View" various types of personal information



- 5) When you open any on the "Change" list, the "Edit" button is at the top, this allows the fields to be updated.
For Example:



Home Contact Information