| HOW DO I ... Change My Personal Information?	ABOUT THIS TASK: Describes how to change date of birth, citizenship, gender identify and pronoun.
AUDIENCE: All UBC Staff and Faculty.	DETAILED JOB AID: Change Personal Information

**Note**: All values in screenshots are examples only and may not refer to actual data in Workday.

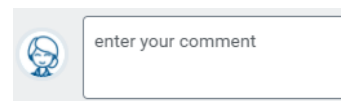1. On **Workday's home page**, under **Applications**, *click* **Personal Information**.
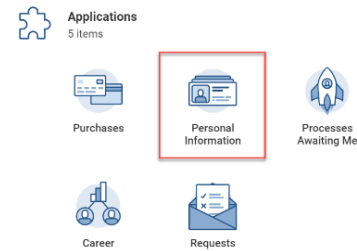
2. From the **Change** tab, *select* **Personal Information.**
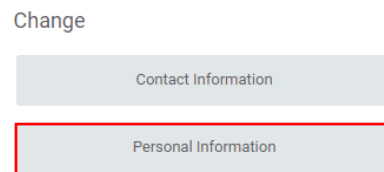
3. On the **Change Personal Information** page, *click* and *edit* the information you want to change. You can change your:
   - Date of Birth
   - Citizenship
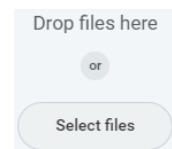   - Gender Identify
   - Pronoun
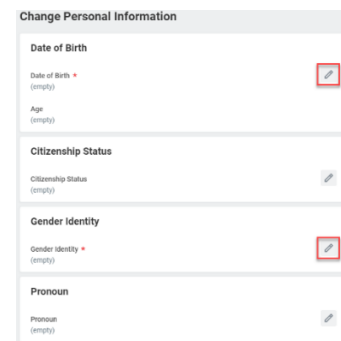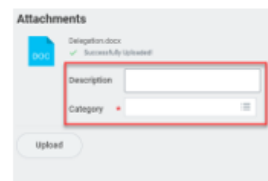
4. In the Comment field, *enter* a comment (optional)**.**

5. *Upload* **supporting documents** (e.g., birth certificate) by *dragging* the document onto the designated area on the screen or by *selecting* and *uploading* files on to the system.
   TIP: Required only for Date of Birth or Citizenship Status changes.

6. *Enter* the **document description** and *select* the category (e.g., ID Verification).

7. *Click* **Submit**.
   Note: Date of Birth and Citizenship Changes are forwarded to HR for approval.

8. *Click* **Done**.