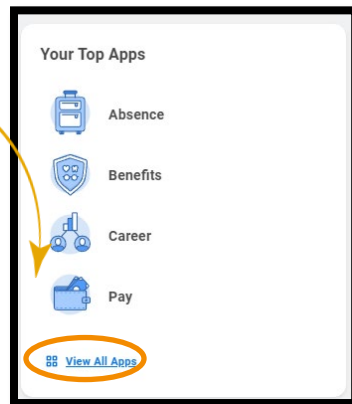# Getting Started: Personal Information

WHAT IS PERSONAL INFORMATION?

Personal Information includes:

- Gender
- Date of Birth
- Marital Status
- Race/Ethnicity
- Citizenship Status
- Pronouns
- [Military Service](#)

UPDATING PERSONAL INFORMATION

1. Navigate to the Workday homepage.
2. Select **View All Apps**.
3. Click **Personal Information.**

4. Click the **Personal Information** button under **Change**.
5. Edit any of the information displayed.
6. Click **Submit** to save your changes.

NEXT STEPS

If you are experiencing a change in **marital status**, you will get inbox tasks so you can:

- [Change your Legal Name](#)
- [Update your Home Contact Information](#)
- [Update your Emergency Contact Information](#)
- [Update your Federal Withholdings](#)
- [Manage your Payment Elections](#) (Direct Deposit)
- [Change your Benefit Elections](#) (if you are eligible)

If you are updating your **gender** and/or **pronouns**, you may get inbox tasks so you can:

- [Update your Preferred Name](#)

Please note that your pronouns **will display on your worker profile** under your name in Workday.

If you have become a **Permanent Resident** or a **Naturalized Citizen**, you may get inbox tasks so you can:

- [Change Passports & Visas](#)
- [Edit Government IDs](#)

As a reminder, if you get any of these inbox tasks, they will not disappear from your inbox until you click Submit at the bottom of the [To Do](#).