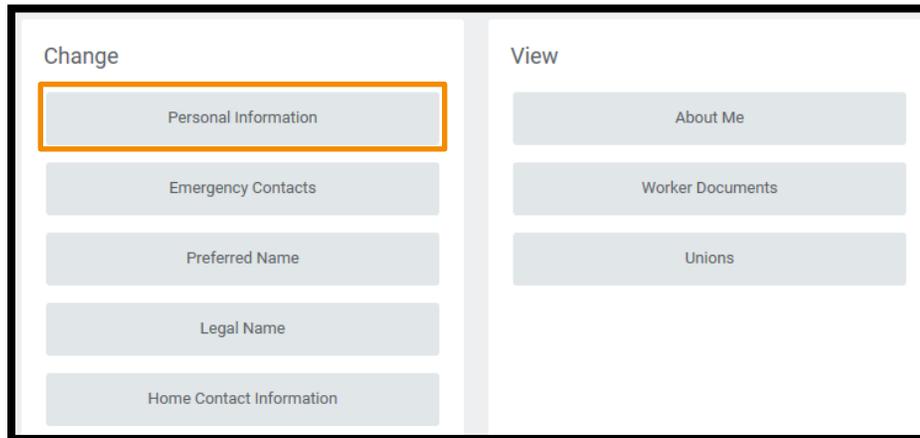
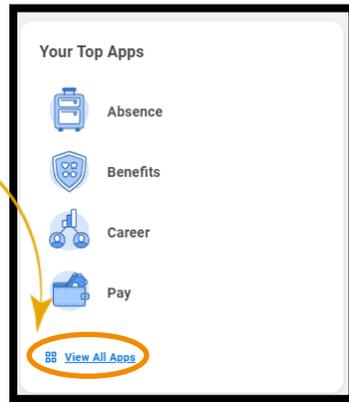
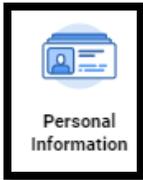


# Workday: Adding Military Service to your Profile

## ACCESS YOUR PERSONAL INFORMATION

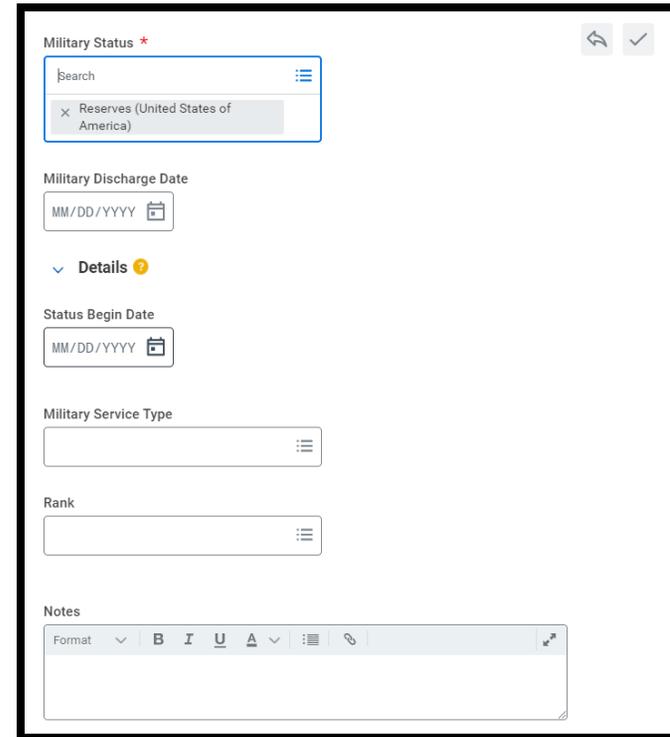
Select the personal information applet. In the **Change** panel, select the **Personal Information** button.

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



## CHANGE PERSONAL INFORMATION

1. From the **Change** panel, click the **Personal Information** button.
2. Scroll to the bottom and select "Add" under **Military Service**



3. Select your Military Status (Reserves, National Guard or Separated/Retired).
4. Click the ">" to expand the **Details** section.
5. Enter your **Military Service Type** and **Rank** using the drop-down selections.
6. Add dates of service to **Notes**.
7. Click **Submit** to save your changes.