

# HOW TO MODIFY YOUR Personal Information in Workday

**IMPORTANT:** To update your CDWA DirectMyCare web portal user profile, you must update your personal information in Workday.

## Access Your Personal Information in Workday

1. Log in to CDWA's [DirectMyCare web portal](#).
2. From the My Dashboard screen, select the **Workday** button to go to your Workday homepage.

*\*If you reach a log in page, enter the same username and password as used to log into the [DirectMyCare web portal](#).*

3. When you reach your Workday Dashboard select **View All Apps**. (Fig. 01)



Fig. 01

4. Choose **Personal Information** from the menu on the left side of the screen. (Fig. 02)



Fig. 02

5. Your Personal Information landing page will display. (Fig. 03)
  - Choose to either Change or View your personal information.
  - Select **More** to expand the personal information you can view.

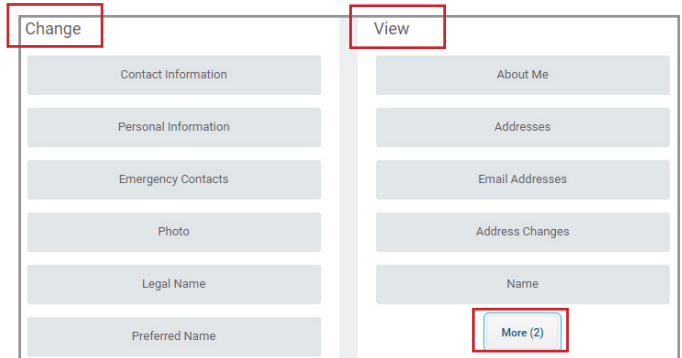


Fig. 03

## Add or Change Contact Information

These instructions apply to the Address, Phone, and Email fields.

1. From your Personal Information landing page, select **Contact Information**.
2. From the **Edit** drop down menu in the top left corner of the screen, select **Change my Home Contact Information**. (Fig. 04)
  - **Please do not make any changes to your Work Contact Information.**
3. Select the Add button to add new information or the Edit icon to change existing information. (Fig. 05)
4. Enter or modify any contact information.
5. Select **Submit**  to save changes.

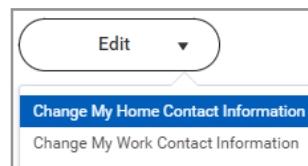


Fig. 04

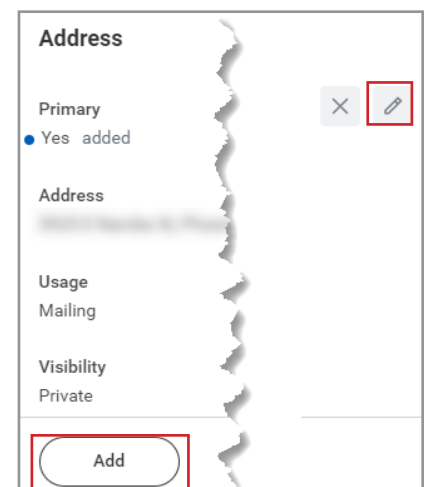


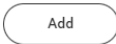




Fig. 05

**IMPORTANT:** Review your address(es).

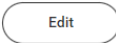







- If you have one address, Select **Mailing Address** in the Usage field.
- If you have two addresses, one address must be entered as the **Street Address** and the other must be entered as the **Mailing Address** in the Usage field.

## Modify Your Personal Information



These instructions apply to the Gender, DOB, Marital Status, Race/Ethnicity, and Military Service fields.

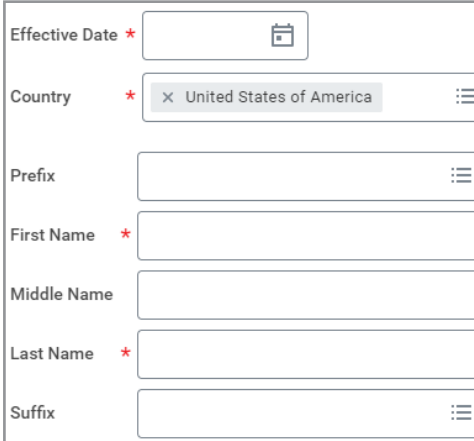
1. From your Personal Information landing page, select **Personal Information**.
2. Select the Add button  to add new information or the Edit icon  to change existing information.
3. Enter or modify any information.  
Select the check mark  to edit more information before saving.  
Select the back arrow  to return to previous page without making changes.
4. Select **Submit**  to save changes.

## Add or Change Emergency Contacts

1. From your Personal Information landing page, select **Emergency Contacts**.
2. Select the Edit button .
3. Use the Add button  to add new information or the Edit icon  to change existing information.
4. Enter or modify any information.  
 Select the check mark  to edit more information before saving.  
 Select the back arrow  to return to previous page without making changes.
5. Select **Submit**  to save changes.

## Change Your Legal Name


1. From your Personal Information landing page, select **Legal Name**.
2. Enter your new information, noting required fields indicated by a red asterisk.\* (Fig. 06)
3. In the Attachments section you can either drag and drop the file, or use Select Files and add it from your saved location on your computer.  
 **IMPORTANT:** You will need to upload a copy of your Social Security Card to accompany your name change. To do this, scan or take a clear photo of the documentation. Save it to your computer.
4. Select **Submit**  to save changes.




Effective Date *	<input type="text"/>
Country *	<input type="text" value="United States of America"/>
Prefix	<input type="text"/>
First Name *	<input type="text"/>
Middle Name	<input type="text"/>
Last Name *	<input type="text"/>
Suffix	<input type="text"/>

Fig. 06

## Change Your Preferred Name

1. From your Personal Information landing page, select **Preferred Name**.
2. Uncheck "Use Legal Name as Preferred Name." (Fig. 07)
3. Enter your preferred name, noting required fields indicated by a red asterisk.\*
4. Select **Submit**  to save changes.



Use Legal Name As Preferred Name

Fig. 07