## Updating Your Voluntary Personal Information in Workday

1. Navigate to the Menu tab in the upper, left-hand corner of your Workday homepage.



2. Navigate to the **Personal Information** tab on the **Menu**.





3. On the **Personal Information** page, select the second button on the left-hand column

## titled: Personal Information



 Scroll down to the Sexual Orientation, Gender Identity, and Pronouns sections and choose your selections. You can also add or update your Race/Ethnicity or any other personal information.

			Pronoun
Sexual Orientation		Gender Identity	Pronoun
What is your sexual orientation? (optional)	$\Leftrightarrow$ $\checkmark$	How do you identify? (optional)	Search I :=
Sexual Orientation			(F)ae/(F)aer
Search :=		Gender Identity	Any/All
Apother Sexual Orientation		Search 📃	C E/Ey/ Em/Eir
			He/Him/His
O Bisexual			He/Him/His/El
Gay	D	Genderqueer/Noncomforming	He and They
Heterosexual		O Man	····· O Per/pers
🔿 Lesbian		Multiple Gender Identities	She/Her/Hers
O Pansexual		O Nonbinary	She/Her/Hers/Ella
Prefer Not to Answer		Prefer Not to Answer	She and They
O Queer			
Questioning/ Unsure	Ø	◯ Trans	They/men/mells/Elles
She/Her/Hers		Woman	They/Them/Their
			Lice My Name

5. Scroll to the bottom of the page and select the orange **Submit** icon.





6. Congratulations! You have completed updating your Personal Information in Workday!

Thank you so much for your participation in this update request!

<u>Note</u>: Submission of this information is voluntary and refusal to provide it will not subject you to any negative consequences or adverse treatment from the college.

Any identifying data collected is confidential to Human Resources. Any data reported will <u>not</u> include individual identifying information such as employee name, date of birth, or other personal information.



