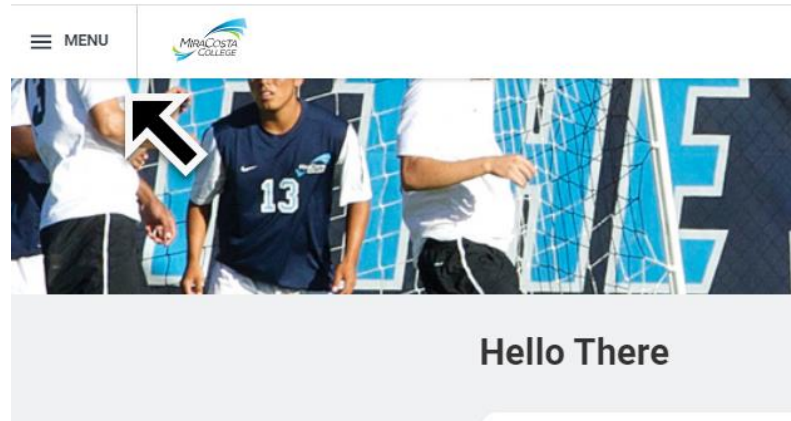
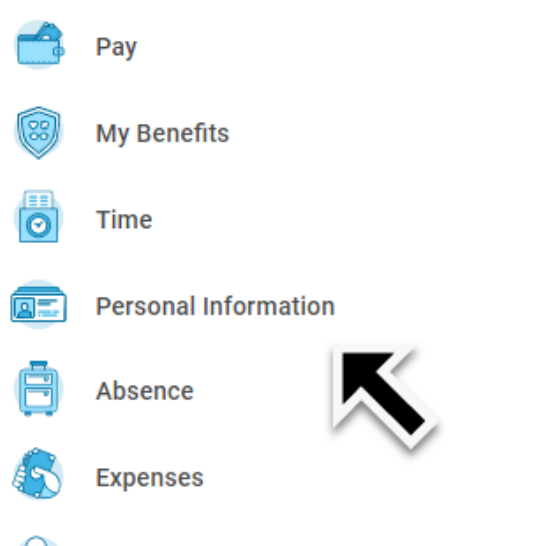


## Updating Your Voluntary Personal Information in Workday

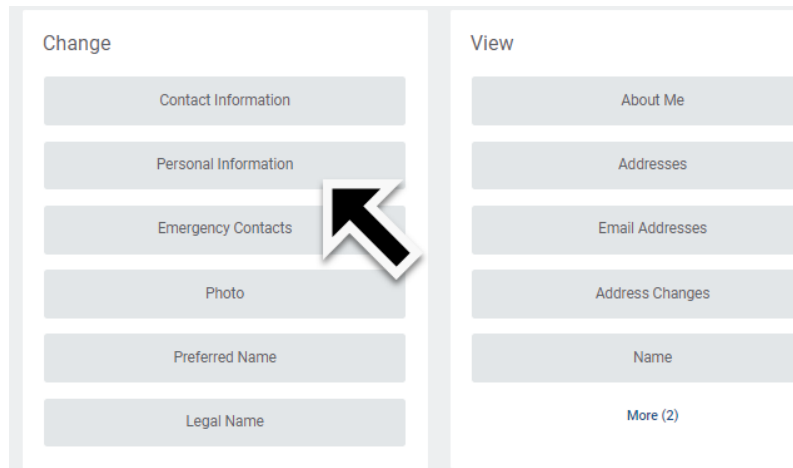
1. Navigate to the **Menu** tab in the upper, left-hand corner of your [Workday homepage](#).



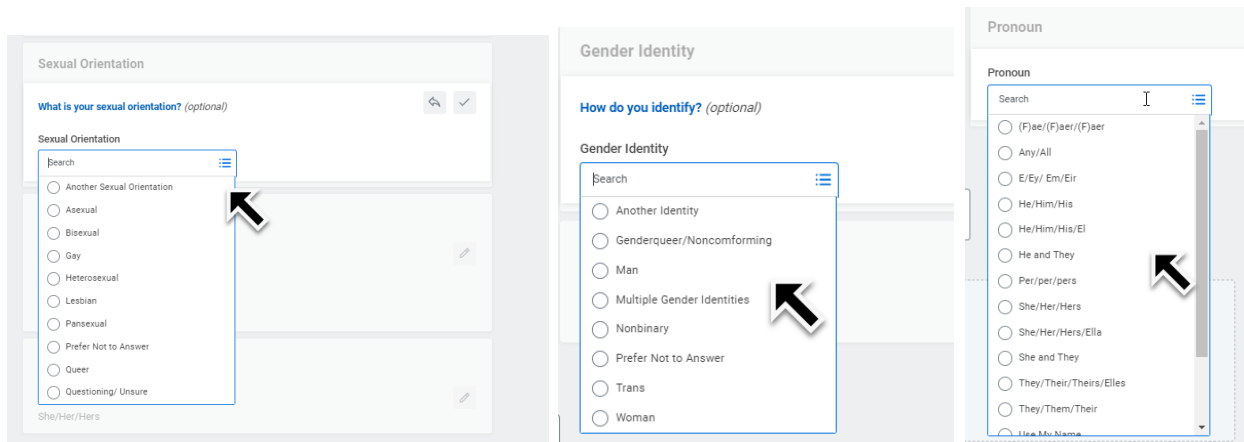
2. Navigate to the **Personal Information** tab on the **Menu**.



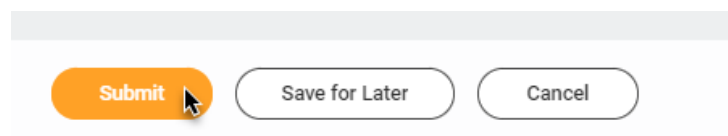
- On the **Personal Information** page, select the second button on the left-hand column titled: **Personal Information**



- 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.



- 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!



**Note:** 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 not include individual identifying information such as employee name, date of birth, or other personal information.

