

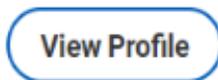
Employee self-identification in Workday

To update your demographic information, please follow these steps:

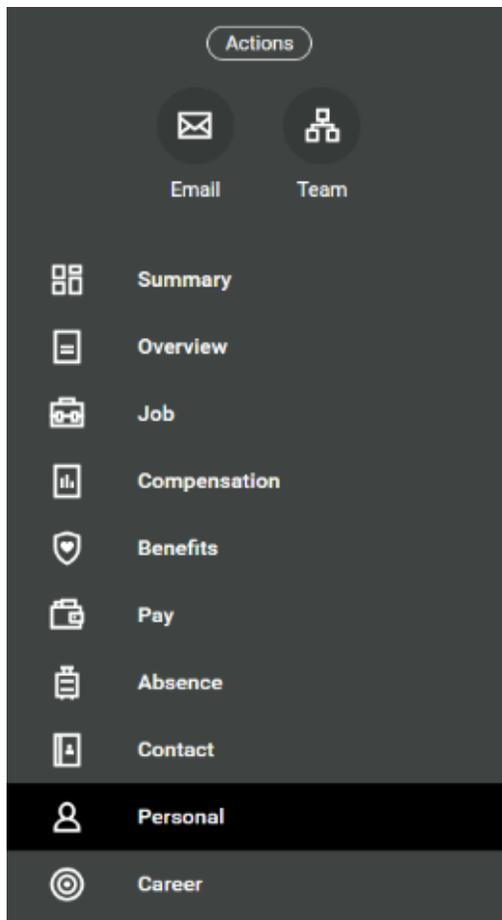
1. Login at workday.osu.edu
2. Access your profile by selecting the profile menu (top right of page)



3. Select "View Profile" button



4. Scroll down and select on "Personal" option in the box on the left-hand side of the screen.



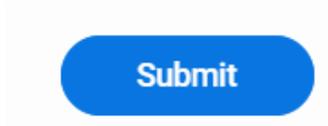


5. Select “edit” button in Personal Information section.



Personal

6. Update the form as needed and select “submit” button at the bottom of the page.



Need assistance with updating your information in Workday?

Contact HR Connection at:

<https://hrconnection.osu.edu/>
hrconnection@osu.edu

Phone: 614-247-myHR (6947)