Maintain Personal Information

The Personal Information application allows you to view and edit your own information within Workday. You can also change and view personal information from the Contact tab on your Worker Profile page. Note that the visibility of sensitive information is controlled by individual users' security profiles. Follow the steps below to edit/add contact information and personal information.

EDIT/ADD CONTACT INFORMATION

1. From your **Apps**, select the **Personal Information** application.

2. Select **Contact Information.**

3. Select **Edit** to change **Home or Work Contact Information**.

4. Within each section, select the **Edit (pencil)** icon to change existing information or the **Delete (X)** icon to remove existing information.

Note: The **Add** button allows you to include any additional information as needed.

5. Select the **Undo (arrow) icon** to revert to the last saved version or the **Save (checkmark) icon** to save any changes that have been made. Clicking the **blank space** outside of a field will also save the input information.

6. Select **Submit** to save your changes.

Apps — Manage Apps
1 — Personal Information
Expenses

Personal Information
Change
2 — Contact Information
Personal Information
Emergency Contacts
Photo

My Contact Information
3 — Edit ▾
Change My Home Contact Information
Change My Work Contact Information

4 — ✕ ✎
Address — XXXX Maple Lane, Old Hickory, TN 37138
Usage — (empty)
Visibility — Private
Add

5 — ↩ ✓
Address — XXX Berry Street, Nashville, TN 37212

6 — **Submit**

EDIT PERSONAL INFORMATION

1. From your **Apps**, select the **Personal Information** application.

2. Select **Personal Information**.

3. Within each section, select the **Edit (pencil) icon** to modify your personal information.

4. Select the **Save (checkmark) icon** to save input information. Clicking the **blank space** outside of a field will also save the input information.

Note: The **Add** button allows you to include any additional information as needed.

5. Select **Submit** to save your changes.

Apps — Manag
1 — Personal Information
Expenses

Personal Information
Change
Contact Information
2 — Personal Information

Marital Status
Marital Status — Married (United States of America)
3 — ✎

4 — ✓
Marital Status — ✕ Married (United States of America)
Marital Status Date — 07/01/2022

5 — **Submit**

Maintain Personal Information

The Personal Information App allows you to view and edit your own information within Workday. You can also change and view personal information from the Contact tab on your worker Profile page. Note that the visibility of sensitive information is controlled by individual users' security profiles. Follow the steps below to edit/add a work phone number and emergency contacts.

EDIT/ADD WORK PHONE NUMBER

1. From your **Apps**, select the **Personal Information** application.

2. Select **Contact Information.**

3. Select **Edit** and then **Change My Work Contact Information**.

4. Select the **Add** button in the Phone section.

5. Enter phone number information in all required fields. Be sure to set the **Visibility** to **Public**.

Note: The phone number you add in this section will be provided to those who try to reach you through the Vanderbilt switchboard/main number.

6. Phone number information will be visible from your Workday profile.

EDIT/ADD EMERGENCY CONTACTS

1. From your **Apps**, select the **Personal Information** application.

2. Select **Emergency Contacts**.

3. Select **Edit**.

4. Within each section, select the **Edit (pencil) icon** to modify your emergency contacts.

5. Select the **Undo (arrow) icon** to revert to the last saved version or the **Save (checkmark) icon** to save input information. Clicking the **blank space** outside of a field will also save the input information.

Note: The **Add** button allows you to include any additional information as needed.

6. Select **Submit** to save your changes.

Maintain Personal Information

The Personal Information App allows you to view and edit your own information within Workday. You can also change and view personal information from the Contact tab on your worker Profile page. Note that the visibility of sensitive information is controlled by individual users' security profiles. Follow the steps below to change/add your profile picture.

CHANGE/ADD PROFILE PICTURE

1. From your **Apps**, select the **Personal Information** application.

2. Select **Photo**.

3. Select the **Select files** button to locate, upload, and crop your image, or **drag and drop** your image directly into the Attachments section from your local drive.

Note: You can crop and adjust the image by dragging the corners to the desired specifications. The portion of the image within the unshaded circle represents how your photo will display on your Worker Profile page.

4. Select **Submit** to save your changes.
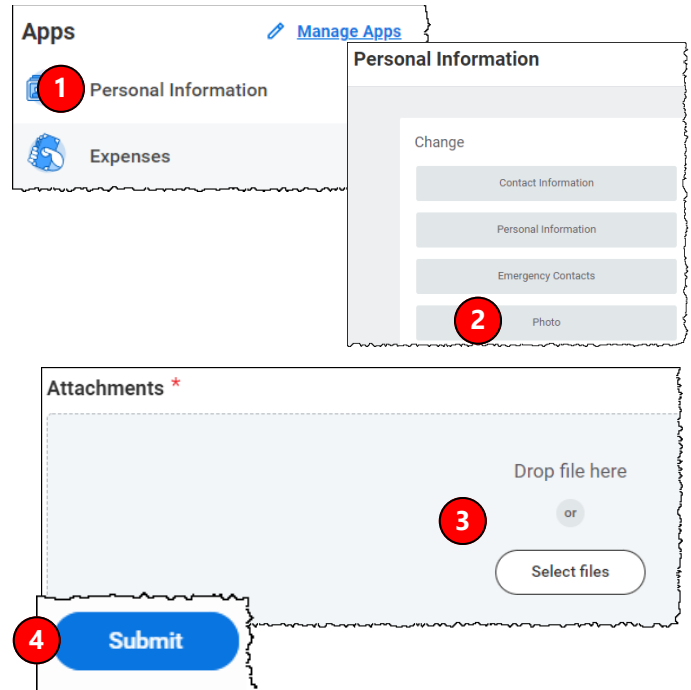
QUESTIONS?

Please email BusinessEducation@vumc.org.