



Updating Personal Data



Overview

Workday allows you to maintain personal data within your profile. This information is visible to you and select members of student support services, not fellow students or employees.

View and Update Personal Data

1. Navigate to your profile by clicking your photo in the upper right corner of the Home page. Select **View Profile**.
2. Click **Actions** and hover over **Personal Data**
3. Select the action you wish to take from the list below.
 - a. Change My Home Contact Information - Make adjustments to email, home address, or phone number.
 - b. Change My Work Contact Information
 - c. Change My Emergency Contacts
 - d. View My Emergency Contacts
 - e. View my Primary Address Changes
 - f. Change My Personal Information - Includes Gender, Date of Birth, Marital Status, Race/Ethnicity, Tribal Affiliation, Citizenship Status, and Military Service.
 - g. Change My Legal Name - Requires legal documentation including a court order, marriage license, driver's license, or divorce decree.
 - h. Change My Preferred Name - Updates your name on course rosters, Canvas, and your Workday student portal. Your legal name will still appear on official documentation. Preferred name change requests are subject to approval by the Registrar's Office.
 - i. View My ID Information - This displays the National ID information provided during enrollment.



Add/Edit/Remove Emergency Contact

Workday allows you to view and update your emergency contact information. This information is visible to you and select members of Collin College, not fellow students.

1. Navigate to your profile by clicking your photo in the upper right corner of the home page. Select **View Profile**.
2. From the pane on the left, select **Contact**. Then, open the **Friends and Family** tab.
3. Select **Add**, then select **Emergency Contact** from the **Relationship Types** field then fill out the required information below for your Primary Emergency Contact:
 - a. Legal Name
 - b. Relationship - Note the contact's relationship to you.
 - c. Preferred Language
 - d. Name Tab: Include First name and Last name.





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- e. Contact Information Tab: Phone, address, and or email
4. You are also able to add additional emergency contacts, or edit/delete existing contacts. You can add additional contacts by selecting **Add** and following steps 1-3. To edit/delete existing contacts, expand the **Related Actions** next to the contact you want to update, hover over **Emergency Contact Details**, and select **Edit** or **Remove**.