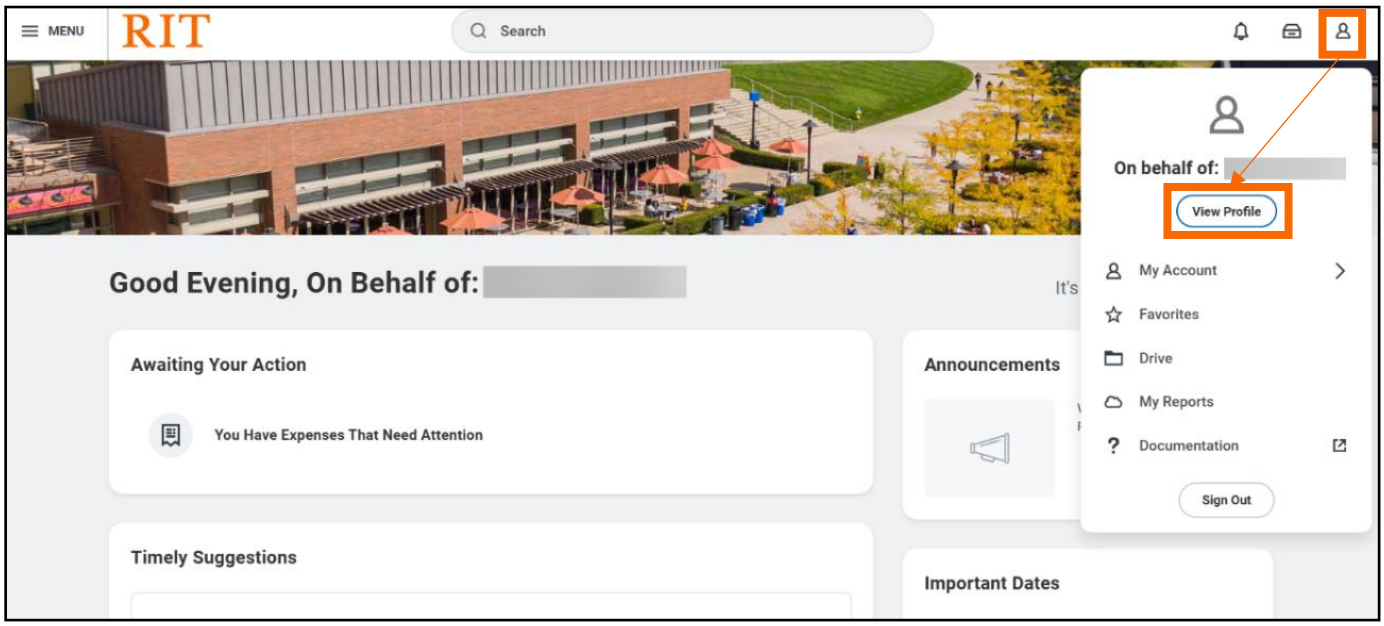
Access Your Worker Profile Page

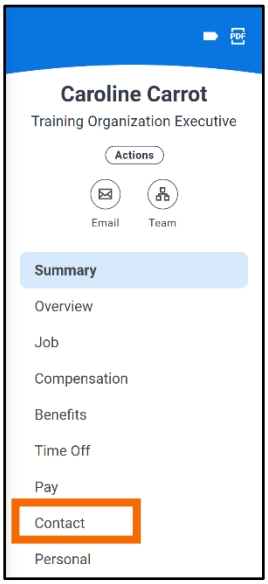
Your Worker Profile page displays information about you, including your office location and phone number. The information that you see on your own profile is different than what others will see about you. Visibility is based on the person's security permissions. Sensitive information is restricted from view unless an individual user's security profile requires access.

Add or Change Your Contact Information

1. From the homepage, select the employee profile icon in the upper right corner and select **View Profile**.

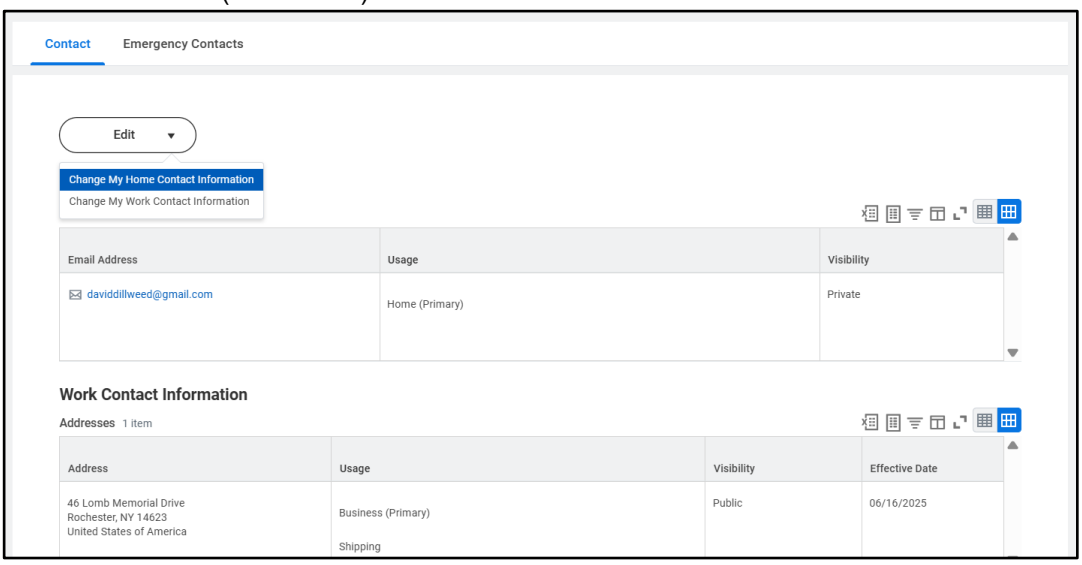


2. Select the **Contact** tab from the menu on the left. The **Contact** subtab displays.



Copyright © Rochester Institute of Technology, 2025. All rights reserved.

3. Select the **Edit** button and **Change My Home Contact Information** to change your personal contact information. Within each section select:
    - **Edit** icon (pencil) to change existing information.
    - **Delete** icon (X) to remove existing information.
    - **Undo** icon (back arrow) to revert to the last saved version.



***Note**: You can also select Add to add new information. Select within the field to edit.*

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

Add or Change Emergency Contacts

1. From the homepage, select employee profile icon in the upper right corner and select **View Profile**.
2. Select the **Contact** tab.
3. Select the **Emergency Contacts** subtab.
4. Click **Add** to enter emergency contact information. At least one form of contact information is required - phone number or email address. Your primary emergency contact has a priority of one. Any alternate emergency contacts that you add will default to priority number 2 or greater.
   To modify, select the **Edit** button. Select **Submit** to save your changes.

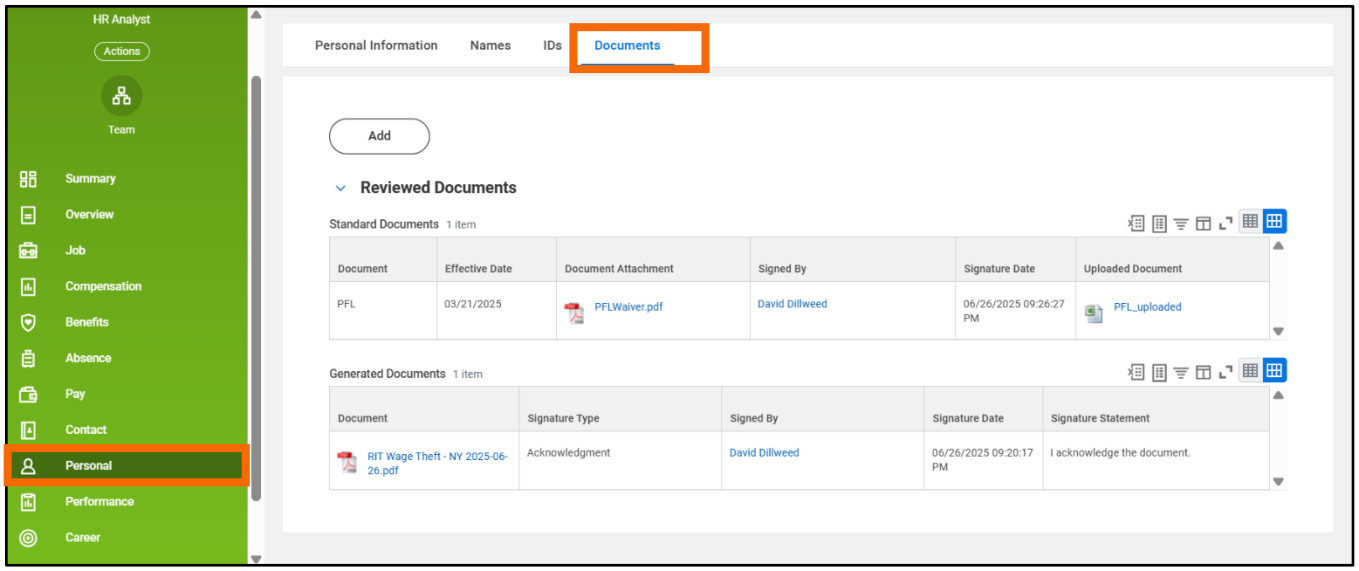
Modify Your Personal Information

1. From the homepage, select employee profile icon in the upper right corner and select **View Profile**.
2. Select **Actions**.
3. Select **Personal Data** > **Edit Personal Information.**
4. Enter or modify your personal information.
5. Select **Submit** to save your changes.

Copyright © Rochester Institute of Technology, 2025. All rights reserved.

View Your Identity Paperwork

1. From the homepage, select employee profile icon in the upper right corner and select **View Profile**.
2. Select the **Personal** tab.
3. Select **Documents** subtab.
4. Select the **Add** button to attach documents to your profile. Depending on your security permissions, you can select **Edit** to update documents or **Delete** to remove documents.



Change Your Preferred Name

You can elect to add a preferred name, which will display within Workday instead of your legal name.

1. From the homepage, select employee profile icon in the upper right corner and select **View Profile**.
2. Select **Actions** button.
3. Select **Personal Data** > **Change My Preferred Name**.
4. Clear the **Use Legal Name as Preferred Name** checkbox.
5. Enter your new information.
6. Select **Submit**.

View Transaction History

You can view your transaction history to review information such as benefit enrollment or dates when personal data changed.

1. From the homepage, select employee profile icon in the upper right corner and select **View Profile**.
2. Select **Job** tab.
3. Choose the **Worker History** subtab. Your business process history displays.
4. Select the **View Worker History by Category** button. Workday organizes the data into different tabs to make it easier to review.

Copyright © Rochester Institute of Technology, 2025. All rights reserved.

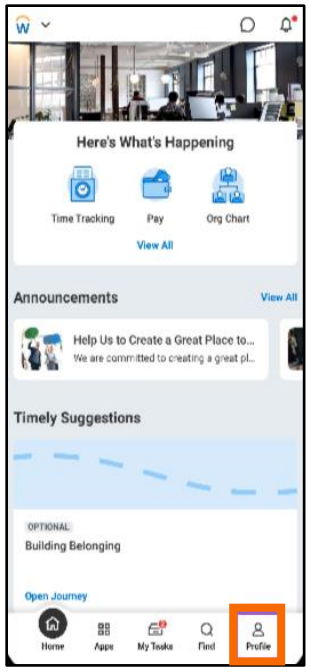
Change a Business Title

1. From the homepage, select employee profile icon in the upper right corner and select **View Profile**.
2. Select **Actions** button, and then select **Job Change** > **Change My Business Title**.
3. Enter an effective date and proposed business title.
4. Select Submit.

***Note**: This will route for approvals.*

Mobile

Modify Your Personal Information



1. From the Home page, select **Profile** from the menu at the bottom of the screen.
2. Select **Personal** > **Personal Information**.
3. Select **Edit** button.
4. Select the **Edit** icon to the section that you want to update. You can update personal information such as marital status, gender identity, and pronouns. This gives you more control over how to share your personal information with the organization.
5. Select **Submit** to save your changes.

Change Your Contact Information for iPhone and iPad

1. From the Home page, select **Profile** from the menu at the bottom of the screen.
2. Select **Contact** > **Contact**.
3. Select the **Edit** button, and then select **Change My Home Contact Information**.
4. Select the **Edit** icon next to the section that you want to update. When you finish editing the information, select **Done** and **Close**.
5. Select **Submit** to save your changes.

Copyright © Rochester Institute of Technology, 2025. All rights reserved.