

## ACCESS YOUR WORKER PROFILE PAGE

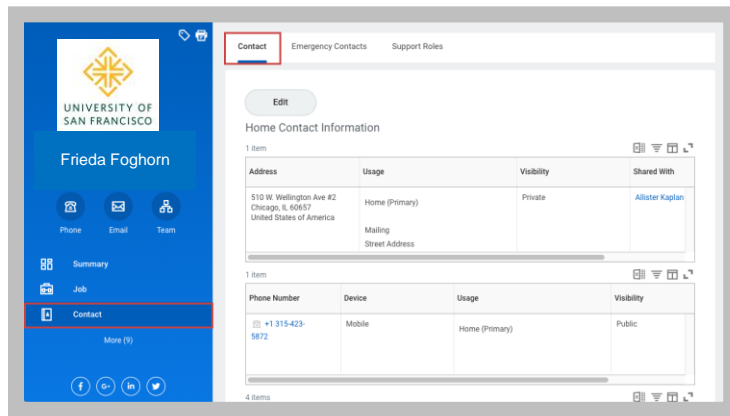
Your Worker Profile page displays information about you, including your office location and phone number. Note that the visibility of sensitive information is controlled by individual users' security profiles.


To access your worker profile page, click your Profile icon, View Profile. Your Worker Profile page displays.

Note: All instructions in this job aid start from the Worker Profile page.

### ADD OR CHANGE YOUR CONTACT INFORMATION

1. Click the **Contact** tab. The **Contact** subtab is selected.



2. Click **Edit**. Within each section, click the **Edit** icon  to change existing information or click **Add** to add new information. You can also click within a field to edit.

3. Click **Submit**.

### ADD OR CHANGE EMERGENCY CONTACTS

1. Click the **Contact** tab.
2. Click the **Emergency Contacts** subtab.
3. Click **Edit**. Enter or modify your emergency contacts.
4. Click **Submit**.

### MODIFY YOUR PERSONAL INFORMATION

1. Click the **Personal** tab from the Worker Profile. The **Personal Information** subtab is selected.
2. Click **Edit**. Enter or modify your personal information.
3. Click **Submit**.

### VIEW YOUR IDENTITY PAPERWORK

1. Click the **Personal** tab.
2. Click the **IDs** subtab. You cannot make changes to this information; you can only view it.
3. Click the **Documents** subtab. Click document links to download or view documents. Click **Add** to attach documents to your profile, **Edit** to make changes to documents, or **Delete** to remove them.

## CHANGE YOUR LEGAL NAME

1. Click your **Related Actions** button.
2. Select **Personal Data > Change My Legal Name**.
3. Enter your new information, including any required information.
4. Click **Submit**.
5. Click **To Do** and **Submit** to submit proof of your name change or click **Done** to submit later.

## CHANGE YOUR PREFERRED NAME

If you choose, your preferred name will display within Workday instead of your legal name.

1. Click your **Related Actions** button.
2. Select **Personal Data > Change My Preferred Name**.
3. Uncheck **Use Legal Name as Preferred Name**.
4. Enter your new information.
5. Click **Submit** and **Done**.

## ADD OR CHANGE YOUR PHOTO

1. Click your **Related Actions button > Personal Data > Change My Photo**.
2. Click the **Select files** button to locate, crop, and upload your image, or drag and drop your image directly into the Attachments section from your local drive. You can crop and adjust the image by dragging the white corners to the desired specifications. The portion of the image within the unshaded circle represents how your photo will look on your Profile page.
3. Click **OK** and **Submit**. Your photo has now been sent to HR for approval.

4. Your photo should meet the same photo requirements as those for USF's One Card. [View One Card Photo Requirements](#)

Note: Supported file formats include JPG or JPEG file.

## VIEW TRANSACTION HISTORY

View your transaction history to see information such as benefit enrollment or personal data change dates.

1. Click the **Job** tab.
2. Click the **Worker History** subtab. Your business process history displays.
3. Click **View Worker History by Category**. The data is organized into different tabs to make it easier for you to review your history.

## MANAGE WORKER PROFILE SUMMARY INFORMATION

You can enhance your Worker Profile with details of your professional experience.

1. Click the **Job** tab; the **Professional Profile** subtab is selected.
2. Click **+ Add** next to a section.
3. Add your own information and/or edit existing information, including your statements, job history, education, skills, and internal projects.
4. Click **Submit** and **Done**.

## UPLOAD MY EXPERIENCE

1. Click the **Job** tab; the **Professional Profile** subtab is selected.
2. Click the **Upload** button under Upload My Experience.
3. In the Upload File area, click **Select files** to browse for a file. You can also drag your file into the region.
4. Click **OK** and **Done**.

Note: Workday initiates a background process to upload your Professional Profile data. After the process has completed, a notification displays.

5. From the notification, click the **Click Here** link to review and complete the profile data.
6. Use the guided editor or the Summary section to validate and refine your uploaded data.
7. Click **Submit** and **Done**.

## MOBILE (COMING IN FEBRUARY 2019)

### CHANGE YOUR CONTACT INFORMATION FOR IPHONE AND IPAD

From the Home page:

1. Tap your **Profile** icon, then tap **View Profile**.
2. Tap the **Related Actions** icon in the upper right.
3. Tap **Personal Data > Change Contact Information**.
4. Tap the **Edit** icon where you want to update the information, and make your edits. Some information is required, as identified by an asterisk.
5. Enter any comment at the bottom of the page and tap **Submit**. A

confirmation page displays.

The screenshot shows a mobile application interface for editing a primary address. At the top, there are three buttons: 'Cancel' on the left, 'Primary Address' in the center, and 'Done' on the right. Below the buttons, the form contains the following fields: 'Address' with the value '510 W. Wellington Ave #2, Chicago, IL 60657'; 'Effective Date' with a date picker set to '08/07/2018'; 'Country' with a dropdown menu showing 'United States of America'; 'Address Line 1' with the value '510 W. Wellington Ave #2'; 'Address Line 2' which is currently empty; and 'City' with the value 'Chicago'. The status bar at the top of the phone shows 'Carrier', signal strength, Wi-Fi, and the time '7:05 PM'.

### UPDATE YOUR PROFILE PHOTO FOR IPHONE AND IPAD

From your Profile page:

1. Tap your **Profile** image.
2. Select **Camera** to take a new photo. You can also select **Choose from Library** or **Import Attachment** on iPhone or **Gallery** on Android to use an existing photo.
3. Once your photo is selected and submitted, your photo will be sent to HR for approval. [View One Card Photo Requirements](#)