Updating personal information

1. Log into Workday ([https://workday.bowdoin.edu](https://workday.bowdoin.edu)) using your Bowdoin username and password.

2. Click on the Personal Information icon in the Applications pane.

3. In the Change pane, click on the part of your record that you want to change.

4. Click Edit.

5. Click the pencil icon to edit the existing information in your record.

6. Fill in all of the appropriate fields. Be sure that all fields with a red asterisk (*) are completed.

7. Click Submit.

   **Note:** Some information will not be finalized or committed to Workday until additional steps are completed. For example, if you are correcting your date of birth, the information will not be updated in Workday until you present appropriate documentation to Human Resources.

   **Important:** Bowdoin uses the phone number in the Primary Phone field in your Contact Information to call or text you with emergency weather updates and other critical information. Please ensure that field contains the best number to reach you in case of an emergency.

   Contact the Workday Assistance line (x7070) if you need additional help in updating any aspect of your Personal Information.