## **Updating MS in Workday**

- Sign into SSO
- Click on your picture icon and select 'View Profile'

THE TEXAS AGM UNIVERSITY SYSTEM	Q Search		
	A CONTRACTOR OF		
Hello There		It's Monday, October 17, 2022	
Awaiting Your Action		Quick Tasks	



## **Updating MS in Workday**

• Scroll down and select 'Personal'



## **Updating MS in Workday**

• Select 'IDs' and choose to 'Edit – Change my Other IDs'

Personal Information	IDs	Documents	Additional Data	Vaccine History
Edit				

Personal Information	IDs	Documents	Additional Data	Vaccine History	
-					
Edit	Ds				
Change My Other IDs <					
Change My Passports an	d Visas	Country		National ID Type	Identification #

• Make the appropriate changes to your 'Mail Stop' and then hit 'submit'

Θ	Mail Stop		1250	