

### Access Your Worker Profile Page

1. Log in to Workday.
2. Click your **name** on the top-right of the page.
3. Click **View Profile**. Your Worker Profile page displays.

All other instructions on this Quick Reference Card start from the Worker Profile page.



### Add or Change Your Contact Information

1. Click the **Contact** tab.
2. Click **Edit**.
3. Enter or modify any information.
4. Click **Submit**.

### Add or Change Emergency Contacts

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

### Modify Your Personal Information


1. Click the **Personal** tab. Workday displays the Personal Information link.
2. Click **Edit**.
3. Click the **Edit** icon  to edit existing information, or the **Plus** icon  to add new information. You can also click a field to open it for editing.
4. Click **Submit**.
5. Some changes to personal information may need to be verified by TCC Human Resources. After clicking Submit, you will see who the task is assigned to and they will reach out to you to help complete the change.

### View Your Identity Paperwork

You cannot make changes to this information; you can only view it.

1. Click the **Personal** tab.
2. Select the **IDs** link in the navigation ribbon.

### Change Your Legal or Preferred Name

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

### View Transaction History

View your transaction history to see when you enrolled in benefits, changed personal data, and more.

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