

Add / Change Military Status

To return to the *Workday Homepage*, click on the **Workday** icon at the top left of the screen.

Accessing Military Service Identification

Click on the *Personal Information Applications*:

1. Click **Personal Information** under *Change*
2. *Scroll down to Military Service section.*
3. Click on the **Add** button to add information to the appropriate field
4. Click on the **Prompt** button next to the *Military Status* field and navigate through the drop-down menu to locate and select appropriate option
NOTE: If you do not wish to provide this information, select "I do not wish to provide this information."
5. To change Military Service Identification, click on the Pencil button to update the appropriate field
NOTE: Click on the Remove button to remove information from a field
6. Click on the Save button

When all additions and changes are complete, click **Submit** at the bottom of the page.

Quick Tips:

Other ways to access *Change Military Service Identification*:

- You can also access *Military Service Identification* by:
 1. Click on **Your Icon** in the top right hand corner of the *Workday Homepage*
 2. Click on the **View Profile** hyperlink
 3. Click on the **Actions** button
 4. Hover your mouse over the **Personal Data** hyperlink
 5. Click on **Change Personal Information**