

Add / Change Race or Ethnicity

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

Accessing Race or Ethnicity:

Click on the *Personal Information Application* on the *Workday Homepage*:

1. Click **Personal Information** under *Change*
2. To change your **Race or Ethnicity**, click on the Pencil button to in the **Race/Ethnicity** section
3. Select the Checkbox to indicate if Race is Hispanic or Latino, or leave blank if not Hispanic or Latino
4. Click on the **Prompt**  button next to the **Race/Ethnicity** field and select the appropriate option
NOTE: Only one Race/Ethnicity can be chosen. Click on the Remove button to remove an existing Ethnicity if you want to make a change. If you want to identify as more than one Race/Ethnicity, select Two or More Races from the drop-down.
5. 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 Race or Ethnicity*:

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