Getting Started: Modify Your Personal Information

Access Your Worker Profile Page
1. Click your Profile Icon > View Profile. Your Worker Profile page displays.

   Note: All instructions in this job aid start from the Worker Profile page.

Add or Change Your Contact Information
1. Click the Contact tab. The Contact link is selected.
2. Click Edit. Enter or modify any information.
3. Click Submit.

Add or Change Emergency Contacts
1. Click the Contact tab.
2. Click the Emergency Contacts link.
3. Click Edit. Enter or modify your emergency contacts.
4. Click Submit.

Modify Your Personal Information
1. Click the Personal tab. The Personal Information link is selected.
2. Click Edit.
3. Click the Edit icon ℹ️️ to change existing information, or the Add button to add new information. You can also click in a field to edit.
4. Click Submit.

View Your Identity Paperwork
1. Click the Personal tab.
2. Click the IDs link. You cannot make changes to this information; you can only view it.

Change Your Legal Name
1. Click your Related Actions ⚙️️.
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.
6. Click Done.

Change Your Preferred Name
1. Click your Related Actions ⚙️️.
2. Select Personal Data > Change My Preferred Name.
3. Uncheck Use Legal Name as Preferred Name.
4. Enter your new information, including the effective date.
5. Click Submit > Done.
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Add or Change Your Photo

1. Click your Related Actions > Personal Data > Change My Photo.

2. Click the Select files button to locate, crop, and upload your image, or drag and drop your image directly into the Attachments section from your desktop. You can crop and adjust the image by dragging the white corners to the desired specifications. The portion of the image within the unshaded circle represents how your photo will look on your Profile page.

3. Click OK > Submit.

4. Your manager must approve the request before the change takes effect.

Note: The supported file formats depend on your organization’s configuration. Typical formats include .png, .jpg, and .gif.

View Transaction History

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

1. Click the Job tab.

2. Click the Worker History link. Your business process history displays.

3. Click View Worker History by Category. The data is organized into different tabs to make it easier for you to review your history.

Manage Professional Profile Information

1. Click the Professional Profile link.

2. Click the +Add button next to a section.

3. Add your own information including your experience, education, skills, and projects.

4. Click Submit > Done.