



WORKDAY

QUICK REFERENCE GUIDE

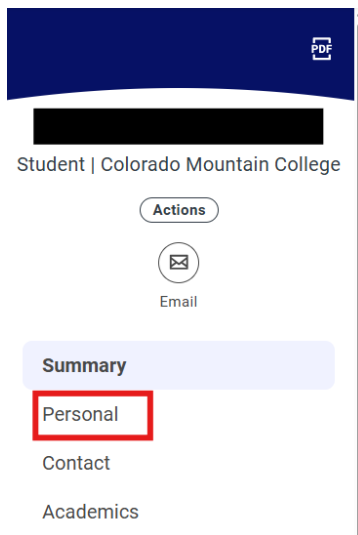
Edit a Government ID

This guide explains how to edit or add your government ID In Workday.

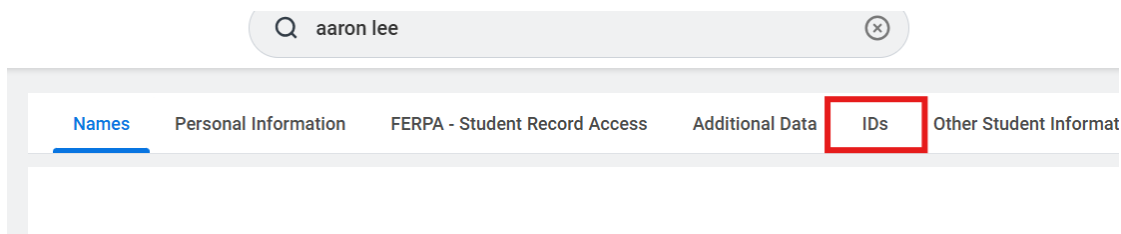
To edit or add a government ID, namely a Social Security Number, you will need to upload a copy of the Social Security card or other documentation showing your name and ID number.

Editing or Correcting an Existing Social Security Number

1. From your student profile, select "Personal" in the left navigation menu.



2. From the top navigation bar in the Personal Dashboard, select "IDs".

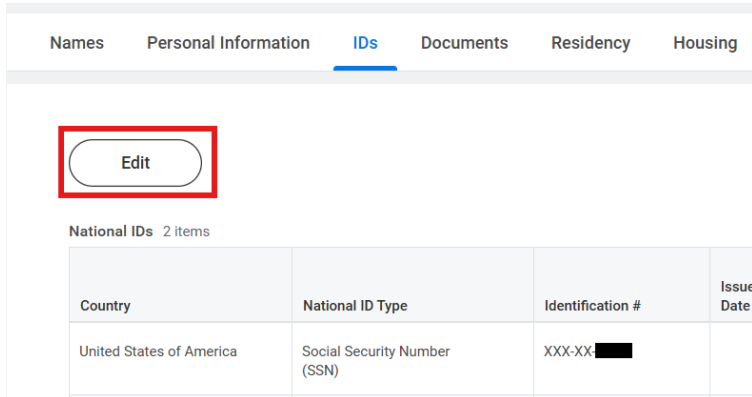




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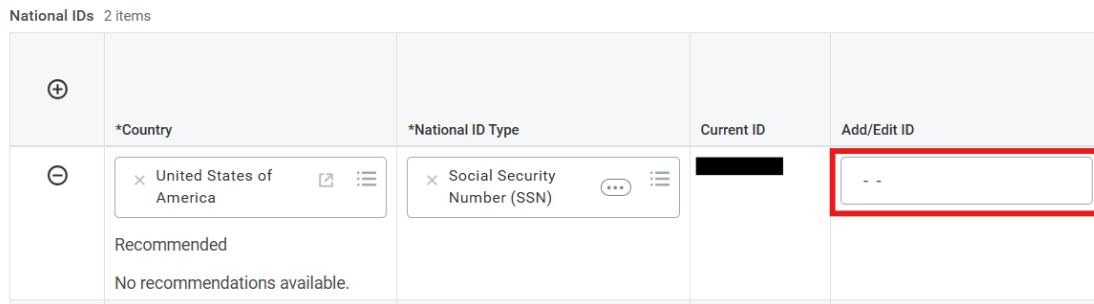
- You will see the last 4 digits of the existing SSN on record. Select the "Edit" button.



The screenshot shows the 'IDs' tab in the Workday interface. At the top, there are navigation tabs: Names, Personal Information, **IDs**, Documents, Residency, and Housing. Below the tabs, there is a red-bordered button labeled 'Edit'. Underneath the button, it says 'National IDs 2 items'. A table displays the following information:

Country	National ID Type	Identification #	Issue Date
United States of America	Social Security Number (SSN)	XXX-XX-██	

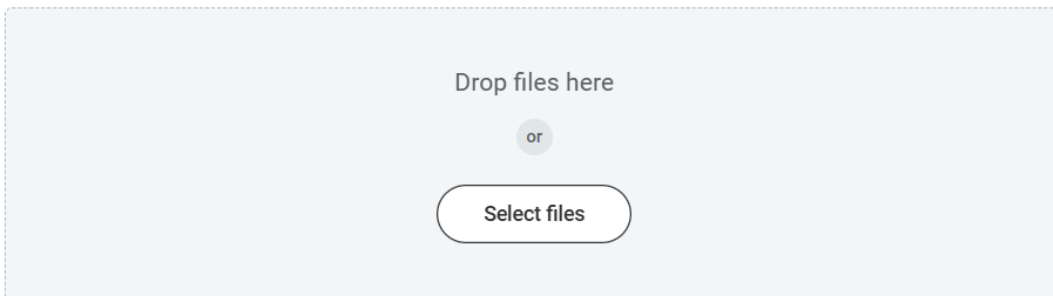
- To edit/correct an existing Social Security number, enter it in the "Add/Edit ID" field. The remaining fields can be left blank.



The screenshot shows the 'Add/Edit ID' form in the Workday interface. It has a header 'National IDs 2 items'. The form is divided into five columns: a plus icon, '*Country', '*National ID Type', 'Current ID', and 'Add/Edit ID'. The 'Add/Edit ID' field is highlighted with a red border and contains two dashes '--'. Below the form, there is a 'Recommended' section with the text 'No recommendations available.'

- In the "Attachments" section, drag and drop files or click the "Select files" button to upload relevant documentation.

Attachments



The screenshot shows the 'Attachments' section in the Workday interface. It features a large dashed border box containing the text 'Drop files here' and a small circle with the word 'or' below it. At the bottom of the box is a button labeled 'Select files'.

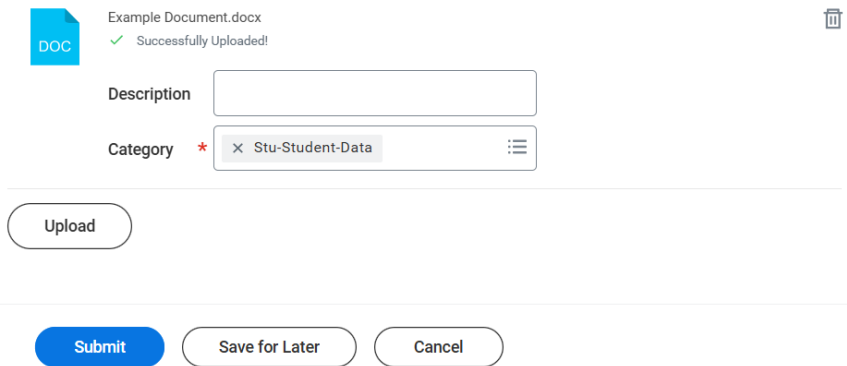


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- Once attached, select "Stu-Student-Data" in the "Category" field, so that the document routes correctly for filing. Then click the blue "Submit" button.

Attachments



Example Document.docx
✓ Successfully Uploaded!

Description

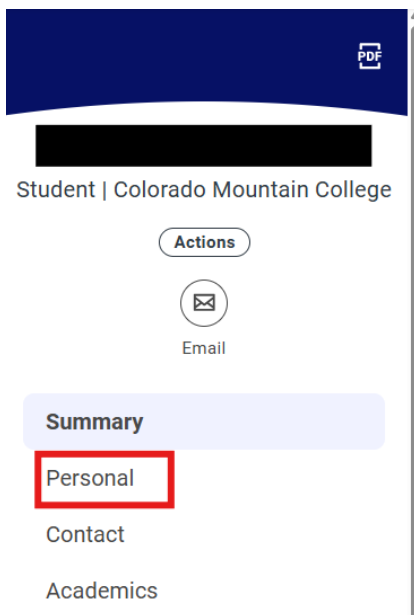
Category *

Upload

Submit Save for Later Cancel

Adding a Social Security Number to a Record

- From your profile, select "Personal" in the left navigation menu.

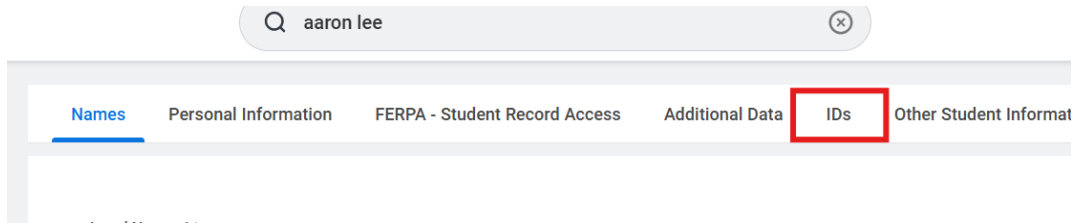




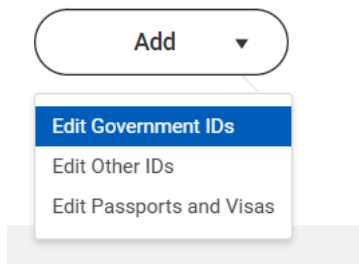
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2. From the top navigation bar in the Personal Dashboard, select "IDs".



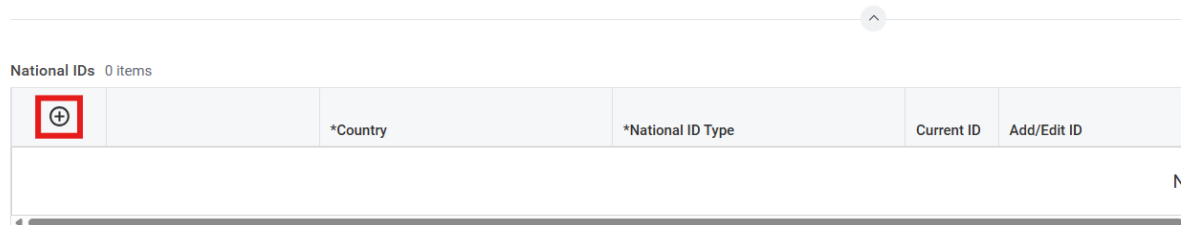
3. Click on the "Add" button and select "Edit Government IDs" from the drop-down.



4. Click on the "+" sign under National IDs.

To update your SSN or ITIN:

- **Select the "+" icon** under the National IDs section (this is where you'll add or update your SSN/ITIN).
- **Fill out the required fields**, Country and the National ID Type. The SSN/ITIN you are updating will be entered in the Add/Edit ID box
- **Attach a copy** of your SSN card or ITIN letter to verify the number you're updating.
- **Submit** the form once all sections are completed.



+		*Country	*National ID Type	Current ID	Add/Edit ID



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5. Enter "United States of America" into the "Country" field, enter "Social Security Number (SSN)" into the "National ID Type" field, then enter the student's Social Security Number into the "Add/Edit ID" field. The remaining fields can be left blank.

*Country	*National ID Type	Current ID	Add/Edit ID
<div style="border: 1px solid #ccc; padding: 5px;"> × United States of America </div> <p>Recommended</p> <p>No recommendations available.</p>	<div style="border: 1px solid #ccc; padding: 5px;"> × Social Security Number (SSN) </div>		<input type="text" value="____-____-____"/>

6. In the "Attachments" section, drag and drop files or click the "Select files" button to upload relevant documentation.

Attachments

Drop files here

or

[Select files](#)


7. Once attached, select "Stu-Student-Data" in the "Category" field, so that the document routes correctly for filing. Then click the blue "Submit" button.

Attachments

DOC

Example Document.docx

✓ Successfully Uploaded!



Description

Category * × Stu-Student-Data

[Upload](#)

Submit

Save for Later

Cancel