workday@UCHICAGO

Have a nice Workday

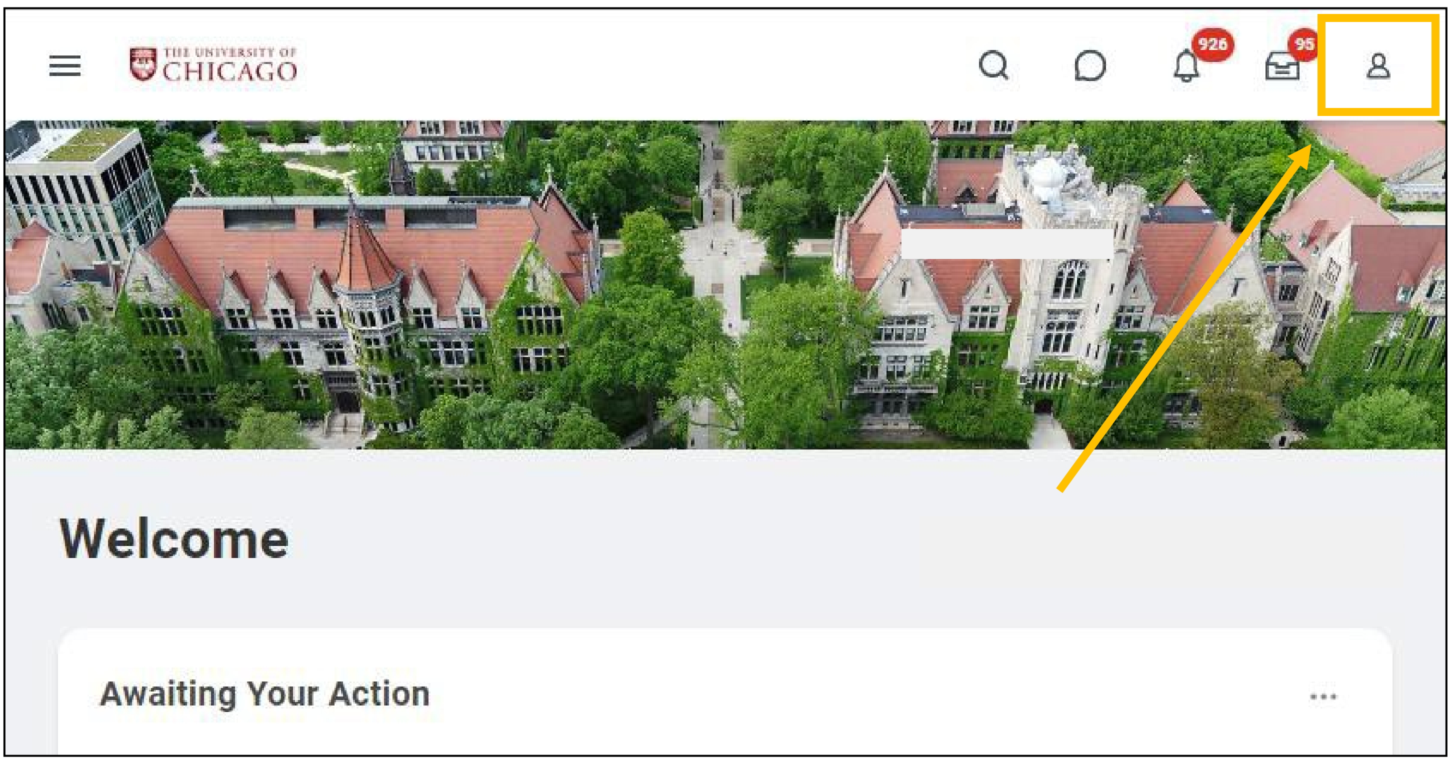
Uploading Documents to Workday

Purpose

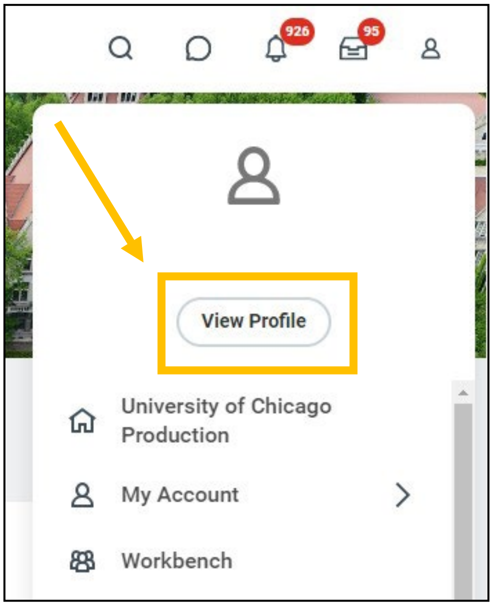
This document is to help you add documents to your Workday profile.

Steps to Update your contact information in Workday

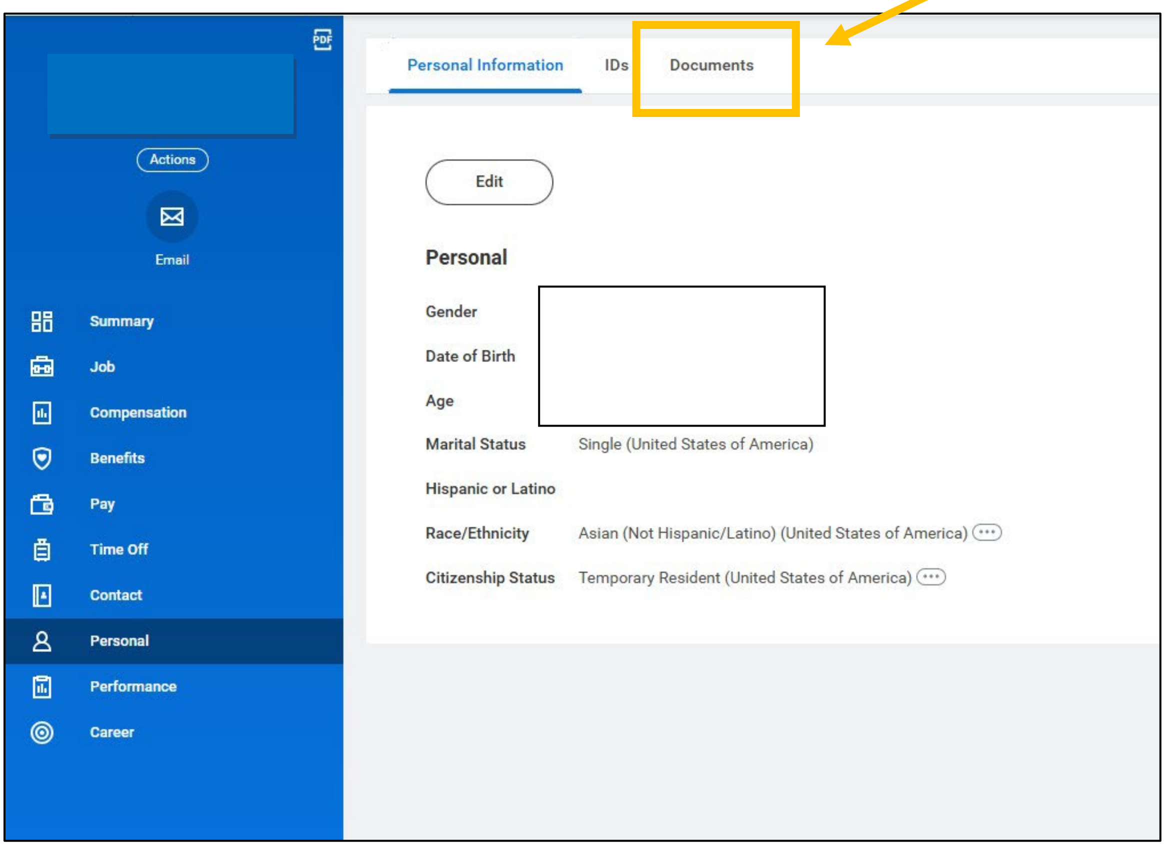
1. Log in to Workday using your CNet ID and Password.
2. From the Home page, click the Person icon at the top right corner of the screen.



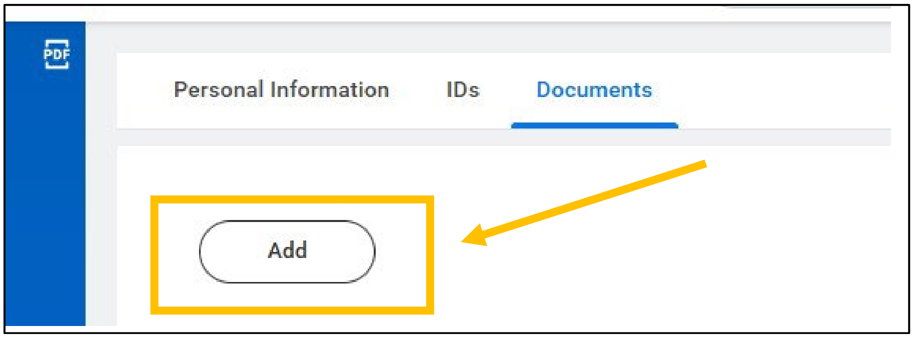
3. Click the **View Profile** button underneath your name.



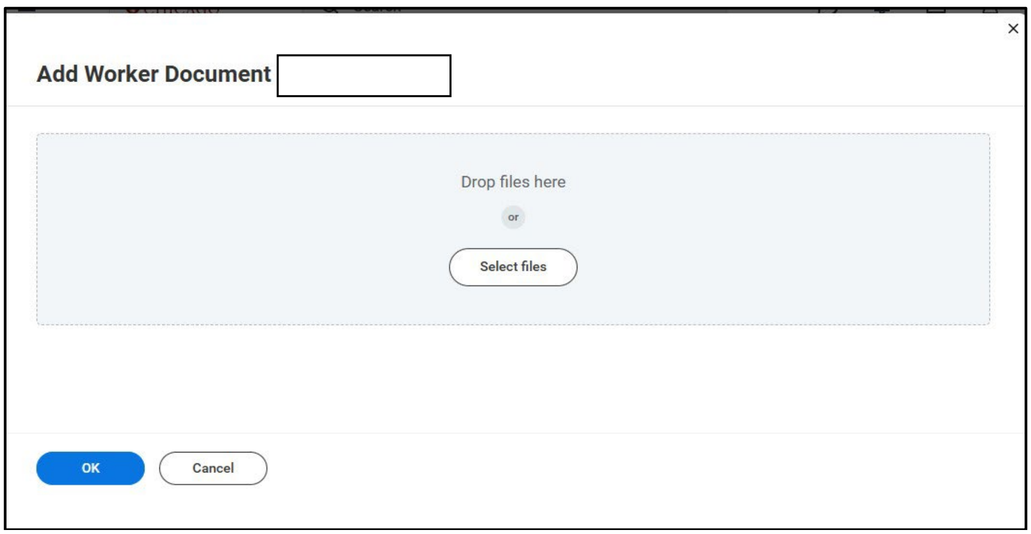
4. Select **Personal** from the left menu bar, then click the **Documents** tab.



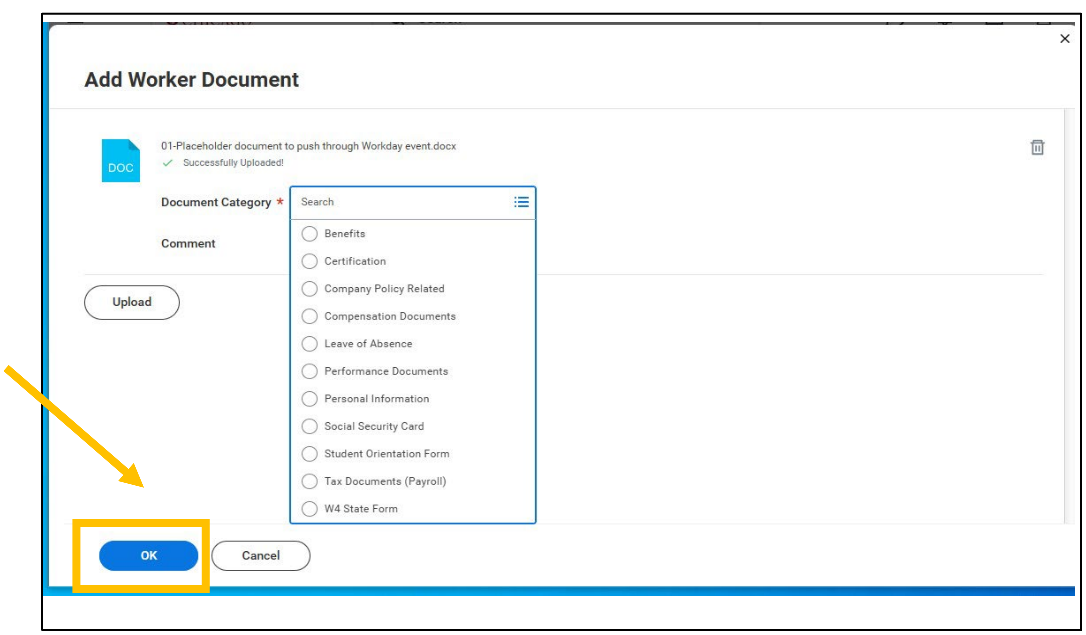
5. Click the **Add** button under the banner.



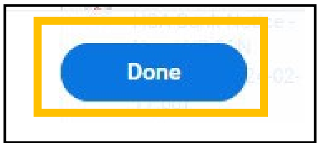
6. Drag and drop your document into the shaded area, or click the **Select files** button to choose a document from your device.



7. Select the appropriate **Document Category**. For benefit plan documents, such as dependent verifications, select "Benefits." If you are uploading your Social Security Card, Select "Social Security Card." You may enter a comment further describing the item, but this is not required. When finished, click the **OK button.**



8. Once you have uploading all your desired documents, click the blue **Done** button at the bottom of the page.


Done