

Workday is the system of record for all of Marymount's staff and faculty. You have the ability to maintain your personal information at any time.

Here are a few things you can change:

- Address
- Phone number
- Emergency contacts
- Legal name
- Preferred name

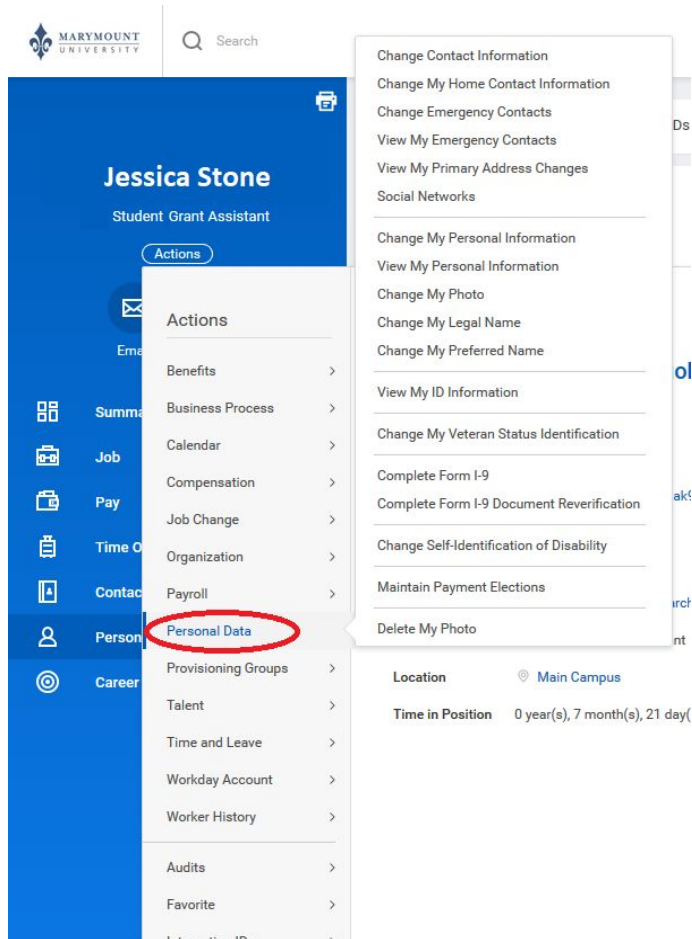
ACCESS YOUR PERSONAL INFORMATION

The process is pretty straight-forward in most cases.

First, access your employee profile by clicking your **Profile** icon (at the top right of the screen), and select **View Profile**.

Your Profile icon may be different from a cloud icon if you changed your photo.





ADD OR CHANGE YOUR PHOTO

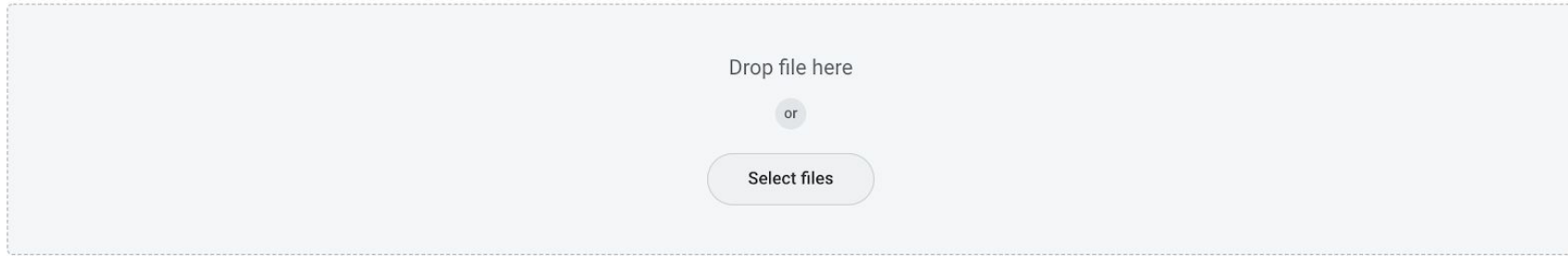
- Click the **Related Actions** button ([Actions](#)) then **Personal Data**:

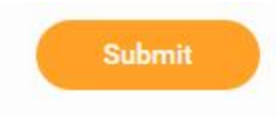
Personal

Information: Add or Change Your Photo

Employee

- Then, click **Change My Photo**.
- Drag and drop your photo to this section or click the **Select files** button to select your photo from your computer.



- Once your photo has uploaded click the orange  button.