


SAINTS CONNECT Maintaining Personal Information

OVERVIEW

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. Below are a few items you have the ability to review and edit:

- Contact information
- Home contact information
- Emergency contact
- Profile Photo
- Legal name
- Preferred name

STEPS

1. Start by accessing your employee profile by clicking your **Profile** icon (at the top right of the screen), and select **View Profile**.
2. Click the **Related Actions** button () > **Personal Data**:
3. Click any of the links to the right with the change you would like to make.
4. Select the edit icon which will allow you to make changes to the information you see.
5. Make any updates as needed and select the orange **Submit** button to retain them.

NOTE: Please note that some changes such as legal name, you may need to relevant documents that will need to be verified by your HR Business Partner.

Related Job Aids:

- [Managing Your Employee Profile](#)
- [Add or Change Your Contact Information](#)
- [View or Change Your Emergency Contacts](#)
- [Add or Change Your Photo](#)
- [Change Your Preferred Name](#)

Helpful Resources:

- [SaintsConnect Portal](#)
- hr@marymount.edu