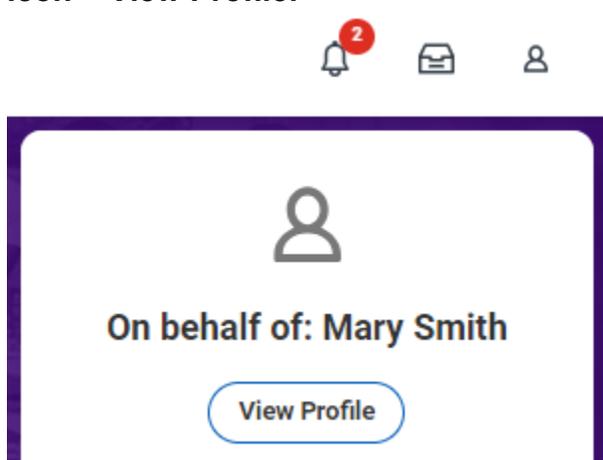


Overview

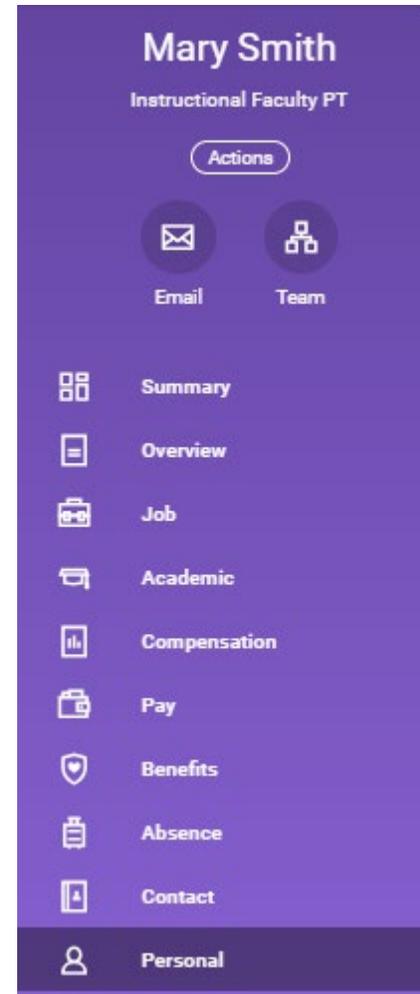
This Job Aid will show you how to add your preferred Pronouns to your Workday profile.

Adding Preferred Pronouns

1. From the Workday home page, click the **Photo/Person icon > View Profile**.

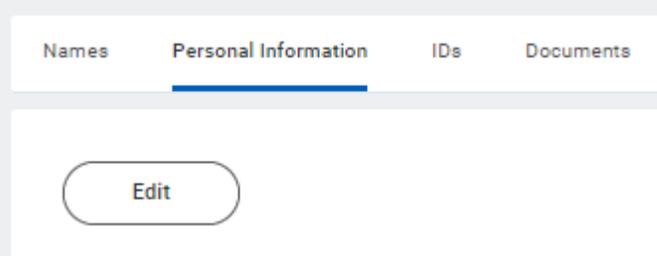


2. On the purple vertical section on the left, click on **Personal**.

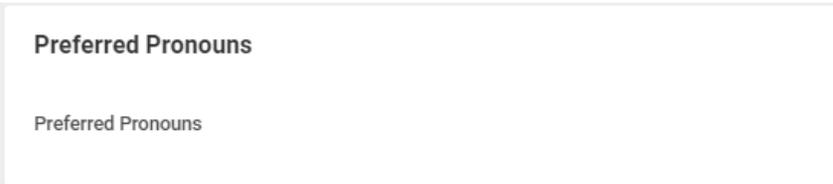


Adding Preferred Pronouns *Workday Job Aid for Employees*

3. Click on the **Personal Information** tab > **Edit**.



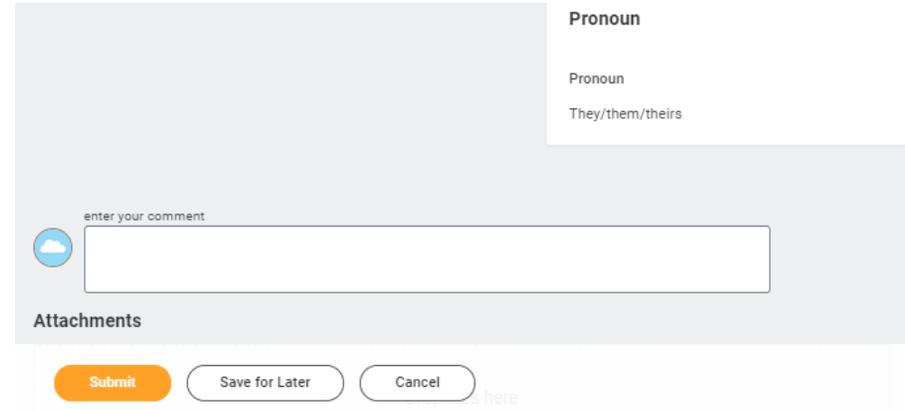
4. Click on the **pencil icon** in the section under **Preferred Pronoun**.



5. Pick your preferred pronoun option(s). Choose all that apply.

- He/Him/His
- She/Her/Hers
- They/Them/Theirs

6. Click **Submit**.

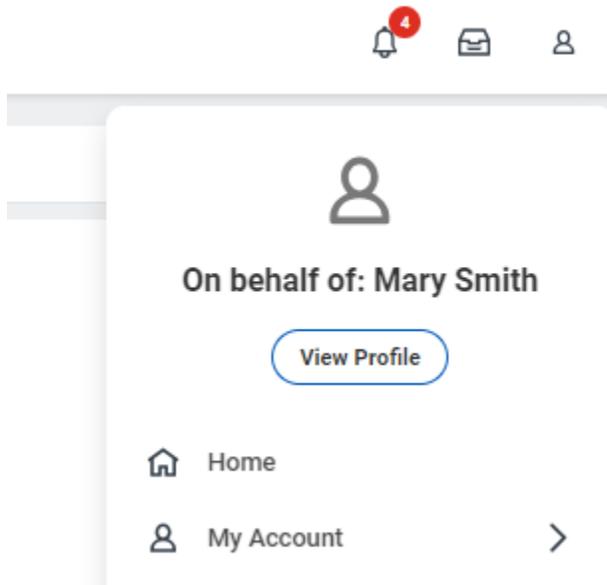


Adding Preferred Pronouns *Workday Job Aid for Employees*

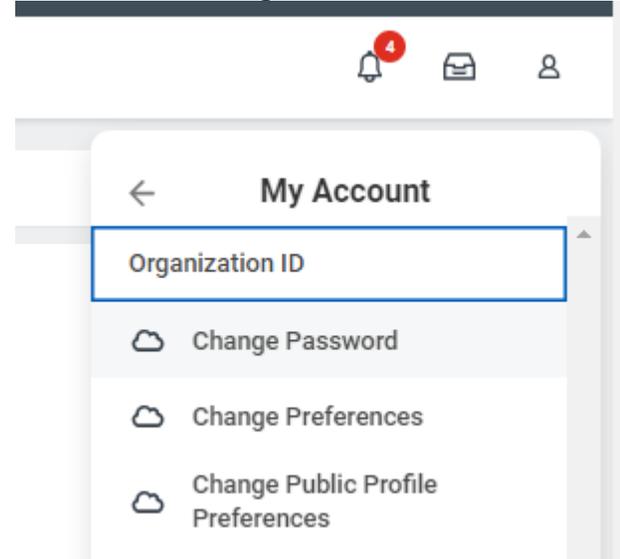
Note: Steps 1-6 will only select your preferred pronouns and make them visible for yourself. If you want to make your preferred pronouns visible to anyone logged into Workday, please follow steps 7-9.



7. Click the **Photo/Person icon** > **My Account**.



8. Click on **Change Public Profile Preferences**.



9. Change from the default of **Hide from public profile**, to **Show to all**.



Decide which personal information below displays on public profile cards on your wo. Selecting Show to all might be impacted by your employer's configuration choices an

