

PURPOSE:

The purpose of this job aid is to assist students in changing their Contact Information or seek assistance in changing their Personal Information.



If you are a Student Worker or Employee, please contact HR to make these changes on your behalf.

TASKS IN THIS JOB AID:

- **Change Student Contact Information**
- **[Change Student Personal Information, ID's, Legal & Preferred Names.](#)**

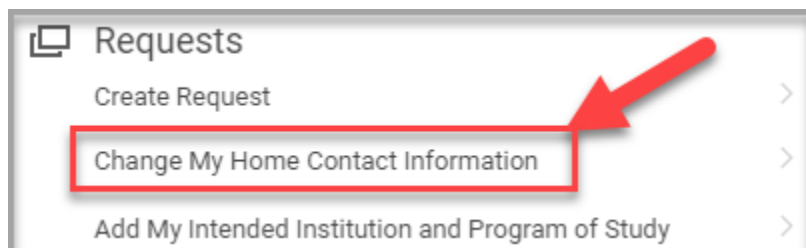
Change Student Contact Information

1. Open your **Academics** application on your Workday homepage.



Academics

2. Locate the **Requests** card and click on the *Change My Home Contact Information* option.



3. **Change** contact information by clicking on the *Edit pencil*. **Add** additional contact information by clicking the *Add* button at the bottom of the appropriate contact card.

(Change: Address, Phone, and/or Email)

4. Click **Submit** at the bottom of the page to complete.

Change Personal Information, ID's, Legal & Preferred Names

Personal Information such as: Gender, Date of Birth, Race/Ethnicity, Citizenship.

ID's such as: Gov IDs, Passports, Visas, Licenses, Other IDs, SSN, ITIN Institutional Contact Change, etc.

Legal and Preferred Names.

Please contact the Admissions/Registration Office for assistance with making updates to these documents & categories.

<https://www.palmbeachstate.edu/contactus/default.aspx>



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