

ENTER GOVERNMENT ID

1. Enter Workday. Go to your **Profile** (in the upper righthand corner) and find the **Personal** section.
2. There you should see a section for **IDs**. Click edit in this section and select “*change my government IDs*”. A screen should pop up like the image below.

The screenshot shows the 'Edit Government IDs' interface. It features two data tables:

National IDs: 0 items									
+ Country	*National ID Type	Current ID	Add/Edit ID	Issued Date	Expiration Date	Issued By	Series	Get Verification To Current User	Verification Date
No Data									

Government IDs: 0 items						
+ Country	*Government ID Type	Identification #	Issued Date	Expiration Date	Verification Date	Verified By
No Data						

Below the tables, there is a text input field labeled 'enter your comment'. Underneath is an 'Attachments' section with a 'Drop files here' area and a 'Select files' button. At the bottom, there are three buttons: 'Submit' (orange), 'Save for Later', and 'Cancel'.

3. In the “**National IDs**” section, click on the + sign. In the **Country** section, type/choose “*United States of America*”. In the **National ID Type** section, choose “*Social Security Number (SSN)*”. In the **Add/Edit ID**, type in your Social Security Number. **Note: Please proof for errors and be sure that the number you are entering is accurate!**
4. Once you have entered all sections and are confident that all information is correct, press the orange submit button in the lower left-hand corner.
5. To return to the main Workday page, click the **Workday W** in the upper left-hand corner.