

ENTER GOVERNMENT ID

1. Enter Workday. Click on your inbox (either on the main page or the bell icon in the upper righthand corner).
2. You should see a notification stating “ID Change: [your name]”. Click on this prompt – a screen should pop up like the image below.

Edit Government IDs Random first name (test) Random last name (test) ⋮

3 minute(s) ago

Proposed IDs

National IDs 0 items

	*Country	*National ID Type	Current ID	Add/Edit ID	Issued Date	Expiration Date	Issued By	Series
No Data								

Additional Government IDs 0 items

	*Country	*Government ID Type	Identification #	Issued Date	Expiration Date	Verification Date	Verified By
No Data							

Previous IDs

National IDs 0 items

Country	National ID Type	Current ID	Add/Edit ID	Issued Date	Expiration Date	Issued By	Series	Verification Date	Verified By
No items available.									

Turn off the new tables view

3. In the first section (**Proposed IDs**), 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.