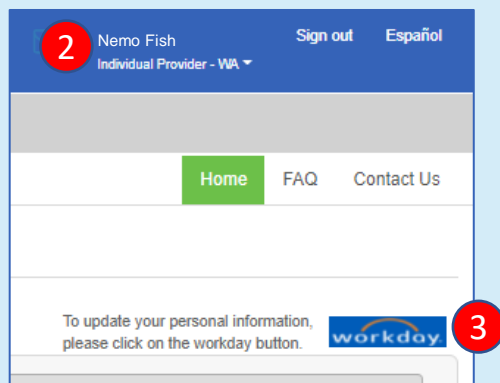


# MODIFY YOUR PERSONAL AND CONTACT INFORMATION

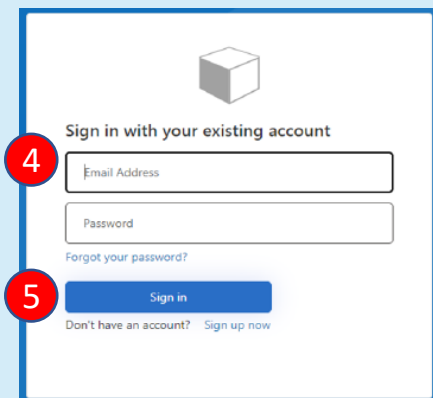
## In Workday

**IMPORTANT:** To update your CDWA Direct My Care web portal user profile, you must update your personal information in Workday.

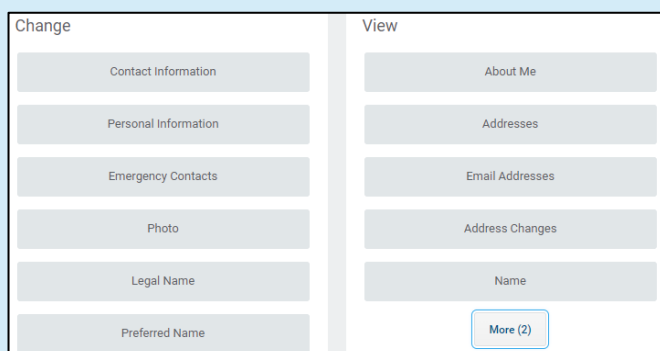
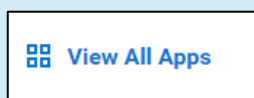
1. Login to **CDWA's DirectMyCare web portal.**
2. Click on your name to go to your User Profile.
3. Click on the Workday button to go to your Workday account.



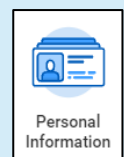
4. Enter the email address and password you use to log into your **CDWA DirectMyCare** web portal.
5. Click **Sign in** to go to your Workday home page.



6. Click on **View All Apps.**



7. Click the **Personal Information** app.



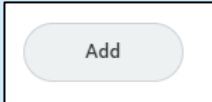
Your **Personal Information** landing page displays.


- From this landing page you can either **Change** or **View** your personal information.
- Click on the **More** button to expand the personal information you can view.

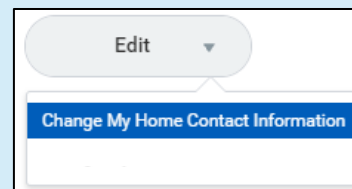
## ADD OR CHANGE YOUR CONTACT INFORMATION Address, Phone, Email

1. From your Personal Information landing page, click the **Contact Information** tab.
2. Click **Edit**. From the Edit drop down, select **Change My Home Contact Information**.

**\*Please do not make any changes to your Work Contact Information**

3. Click the **Add**  button to add new information or click the

**Edit**  icon to change existing information.



4. Enter or modify any contact information.

5. Click **Submit**.

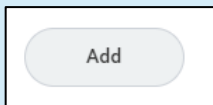



**IMPORTANT:** Please review your address(es).

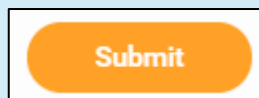
- If you have one address, enter Street Address in the Usage field.
  - Click the **Edit** icon in the Address section to modify the Usage.
- If you have two addresses, one address must be entered as the Street Address and the other must be entered as the Mailing Address in the Usage field.
  - If your Mailing Address is different than your Street Address, click the **Add** button to add the second address.
  - Enter Mailing Address in the Usage field.
  - Make sure to complete the Usage field for each address.

## MODIFY YOUR PERSONAL INFORMATION Gender, DOB, Marital Status, Race/Ethnicity, Military Service

1. From your Personal Information landing page, click the **Personal Information** tab.

2. Click the **Add**  button to add new information or the **Edit**  icon.

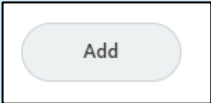

3. Click **Submit**.



## ADD OR CHANGE EMERGENCY CONTACTS

1. From your Personal Information landing page, click the **Emergency Contacts** tab.

2. Click the Edit  button

3. Click the **Add**  button to add new information or the **Edit**  icon.

4. Click **Submit**. 

## CHANGE YOUR LEGAL NAME

1. From your Personal Information landing page, click the **Legal Name** tab.

2. Enter your new information, noting required fields indicated by a red asterisk \*

3. In the Attachments section, you can either drag and drop the file, or click **Select Files** and add it from your saved location.

**NOTE:** You will need to upload a copy of your Social Security Card to accompany your name change. To do this, scan or take a clear photo of the documentation. Save it to your computer.

4. Click **Submit**. 

Effective Date *	<input type="text"/>
Country *	<input type="text" value="x United States of America"/>
Prefix	<input type="text"/>
First Name *	<input type="text"/>
Middle Name	<input type="text"/>
Last Name *	<input type="text"/>
Suffix	<input type="text"/>

## CHANGE YOUR PREFERRED NAME

1. From your Personal Information landing page, click the **Preferred Name** tab.

2. Uncheck "Use Legal Name as Preferred Name."  Use Legal Name As Preferred Name

3. Enter your preferred name, noting required fields indicated by a red asterisk \*

4. Click **Submit** 