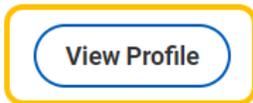


How to update your temporary housing designation

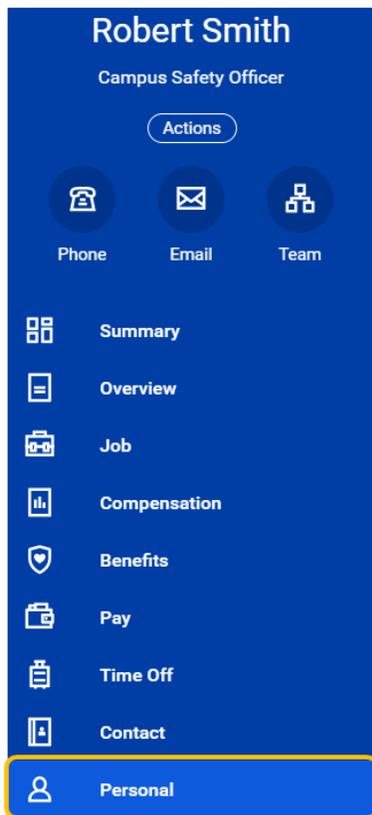
1. From your homepage in Workday, click the cloud icon/your profile picture.



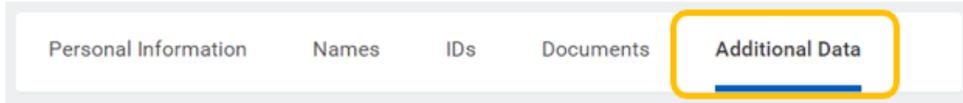
2. Click **View Profile**.



3. Click **Personal**.



4. Click **Additional Data**.



5. Click **Edit** under **Temporary Housing Designation** (scroll past Covid-19 Vaccinations).

Temporary Housing Designation

Turn off the new tables view

0 items

Last Name	First Name	Relationship
 <p>No items available.</p>		



6. To add a temporary housing designation, click the **+** symbol and enter **Last Name**, **First Name** and **Relationship** (i.e., spouse, domestic partner or dependent child).

+	*Last Name	*First Name	*Relationship
-	Susanne	Smith	X Spouse

To remove a temporary housing designation, click the **-** symbol.

1 item

+	*Last Name	*First Name	*Relationship
-	Susanne	Smith	X Spouse

7. Once you have made all updates, click **OK**.



8. Confirm updates are accurate. Click **Done**.

1 item ✕ 🗑️ ⌵ 🗂️ ↺ 📅 🗃️

Last Name	First Name	Relationship
Susanne	Smith	Spouse

