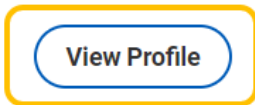


How to update your temporary housing designation

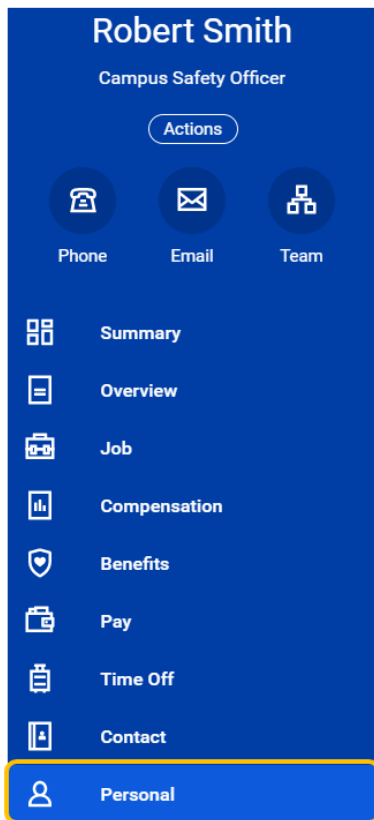
1. From your homepage in Workday, click the cloud icon/your profile picture.



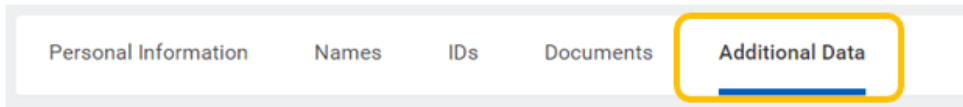
2. Click **View Profile**.



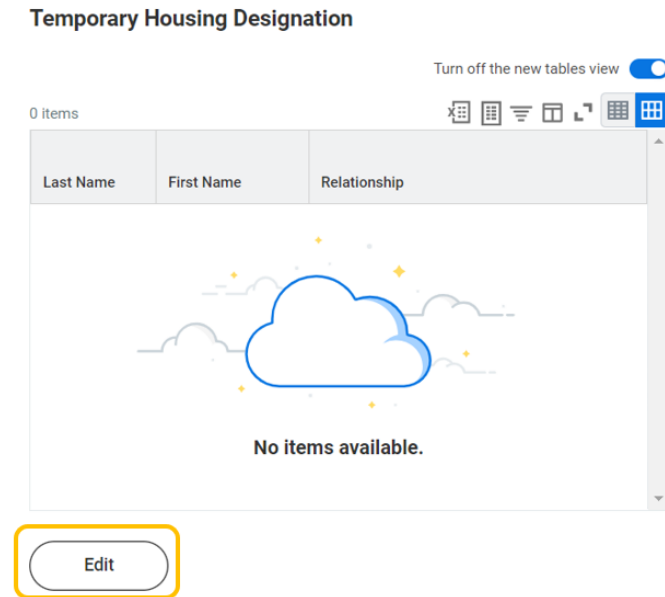
3. Click **Personal**.



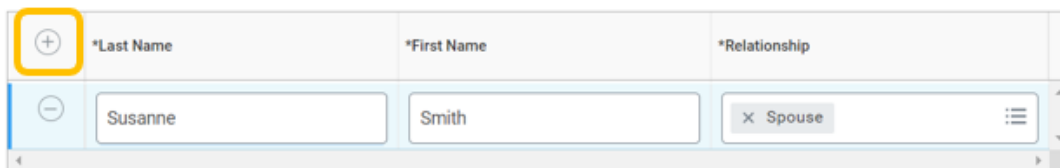
4. Click **Additional Data**.



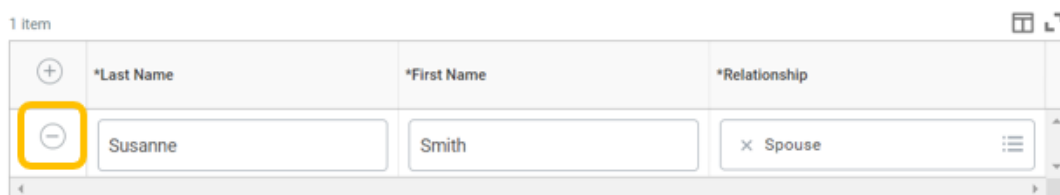
5. Click **Edit** under **Temporary Housing Designation** (scroll past Covid-19 Vaccinations).



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).



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










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

Done