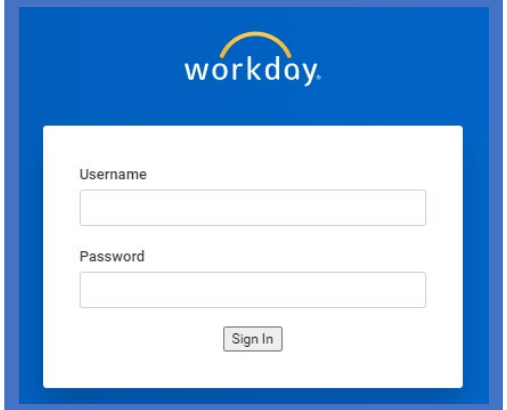
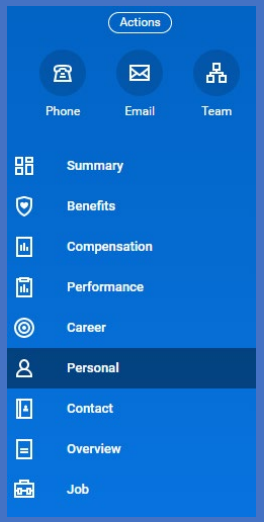
Step-by-step: Adding your gender identity to your Workday profile (as of April 2023):

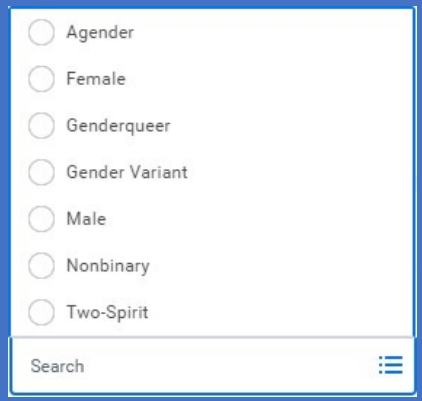
Log in to Workday at
https://wd5.myworkday.com/fermilab/login.flex



Open your profile and click "Personal" from the navigation menu.

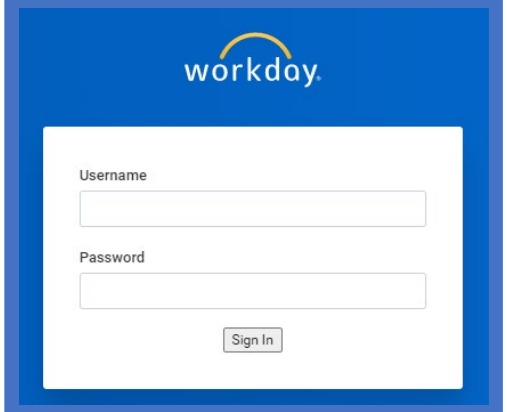


Click "Edit," and scroll down for "Gender Identity." Select from here, and remember to "Submit"!

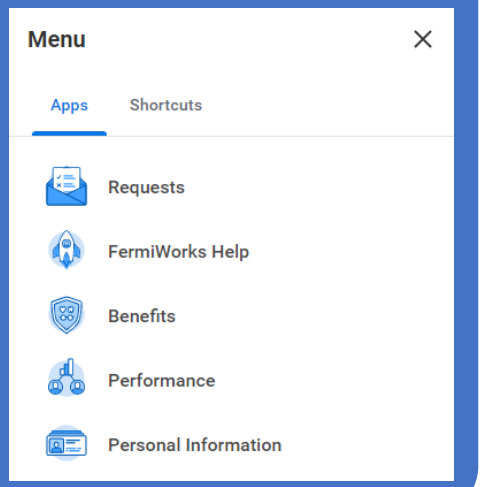


Step-by-step: Updating your chosen name to your Workday profile (as of April 2023):

Log in to Workday at
https://wd5.myworkday.com/fermilab/login.flex



From the home page, select "Personal Information" and then "Change Preferred Name."



Select "Change Preferred Name," update fields as needed, and remember to "Submit"!