
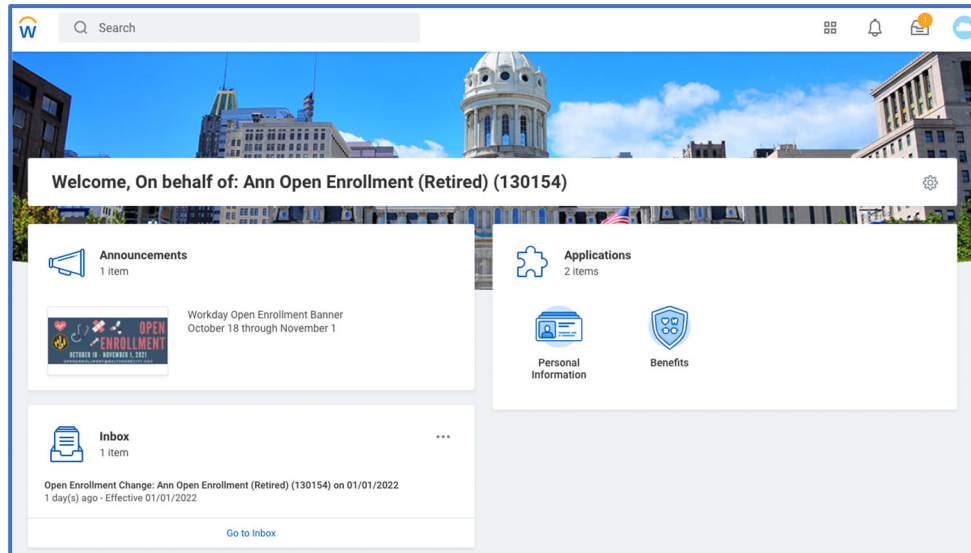



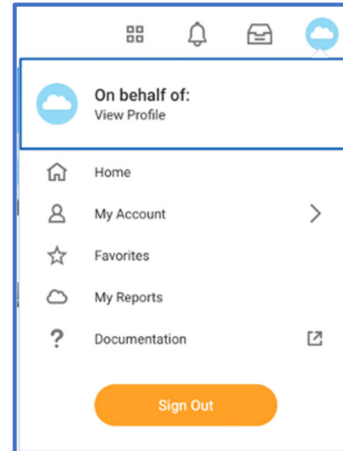
Your Workday profile contains basic personal information about you. It is recommended that your profile is reviewed periodically and updated as needed to ensure that it contains the most up to date personal information. This job aid covers the basic process of navigating and understanding your Workday profile as a City of Baltimore Retiree.

WORKDAY PROFILE AND RELATED ACTIONS

1. Once logged into Workday, access your profile by clicking on the **Profile** icon  on the top right-hand of your home page and selecting **“View Profile”** from the drop-down menu.

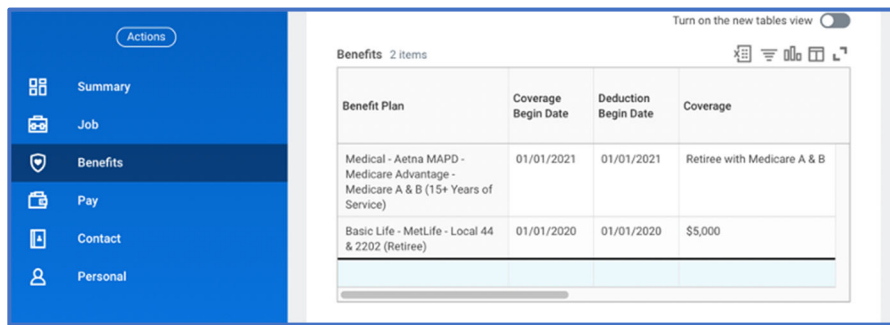


 **Note:** The drop-down menu also provides access to your Workday account information and related actions, such as managing your account, changing system preferences/language, and accessing your favorite tasks and reports.



- 2. In your profile page you will be able to access and view personal information, such as benefits, contact information and personal details.

On the left side of the profile page, you will see a menu with a list of options to choose from. Click on any of the options and additional information pertaining that selection will appear on the right side of the page.

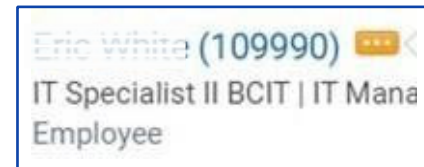


Note: Retirees will only be able to view data/reports in Workday. Changes to personal information, such as address and/or phone numbers, must be completed through your respective Retirement Services Agency.

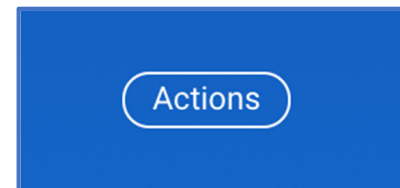
RELATED ACTIONS

Related Actions display next to an object and can be used to access relevant actions. For example, the Related Actions below your name in the profile page accesses tasks, reports, and data related to your retiree record (e.g., viewing or changing your benefits). In Workday, there are multiple ways to navigate to the same task, report, or data. For example, most actions available through Related Actions are also available through applications or the Search box. The following images show two common types of Related Actions:

- Related Actions may appear as a square with three dots when hovering your cursor next to a business object or link.



- In your retiree profile header, you can access your Related Actions from the **Actions** button below your name.

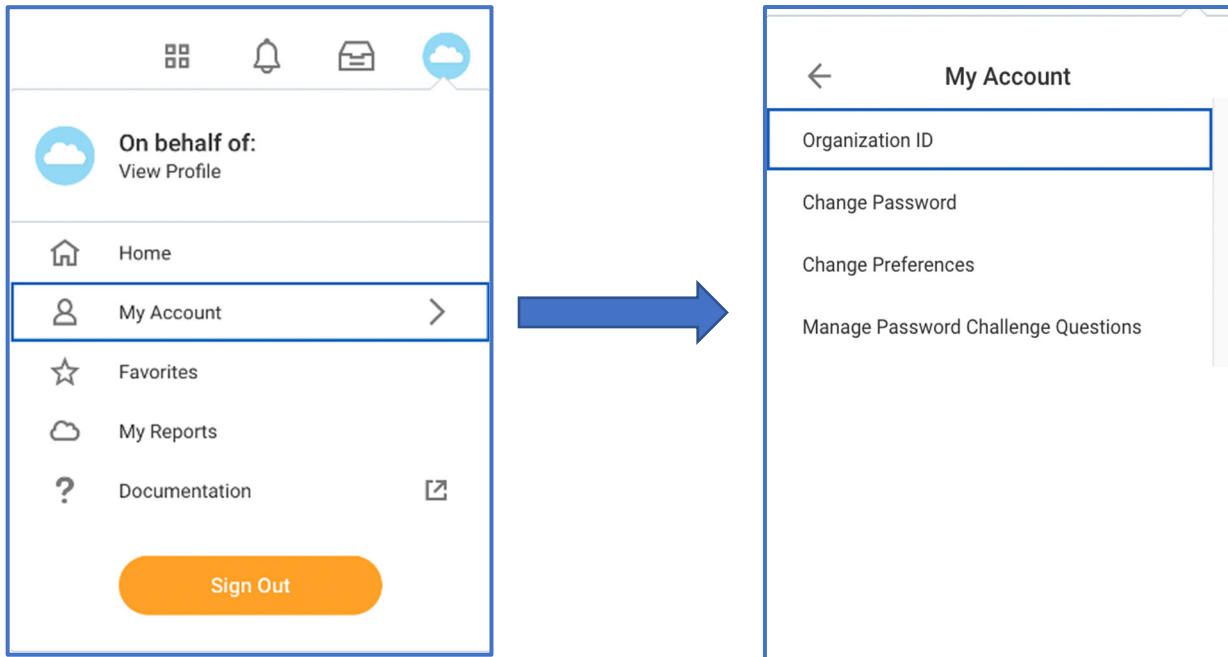


CHANGING YOUR ACCOUNT SETTINGS

In Workday you can easily view and make changes to your account settings.

Click the **Profile** icon  in the top-right corner of your home page and select **My Account**.

From here, you can review or edit your account settings, such as changing your password, managing your account preferences and editing your password challenge questions.



STILL HAVE QUESTIONS ABOUT WORKDAY?

For additional support or log in and/or password reset issues:

- If your email address ends with **@baltimorecity.gov** or **@baltimorepolice.org**, reference the guide posted at <https://bcitguide.baltimorecity.gov/Default.aspx?p=9>
- For all other email addresses, please call the BCIT service desk at 410-396-6648 for assistance.