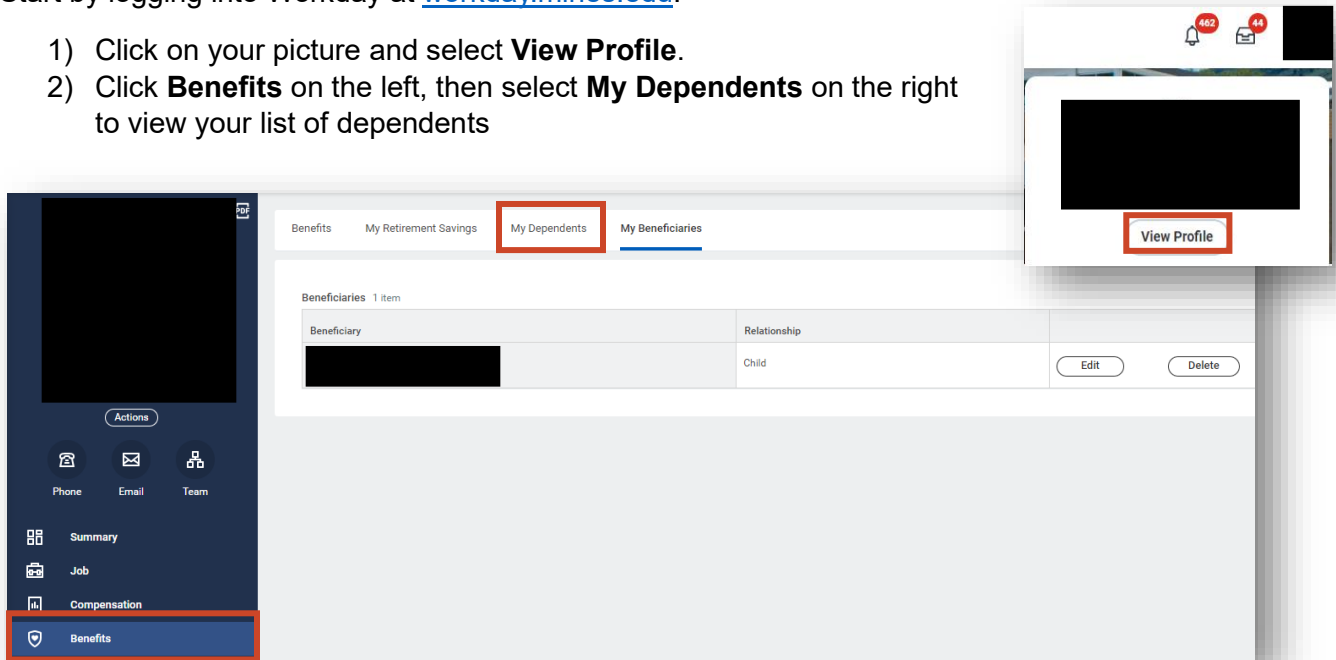# Workday: Update Dependent Information

In this job aid we will cover how to update information for your dependents.

Start by logging into Workday at workday.mines.edu.

1) Click on your picture and select **View Profile**.
2) Click **Benefits** on the left, then select **My Dependents** on the right to view your list of dependents

3) Scroll down to the dependent you want to update and click **Edit**.
4) On the **Edit My Dependent** page, click the pencil icon for **Effective Date & Reason**.

a. The **Effective Date** will auto populate to today's date.
b. Click the **Reason** drop-down menu and select **Change Dependent >Correct Information** or **Other**, whichever applies.

5) Update any sections listed under **Dependent Personal Information**, **Contact Information** and **Identifier Information**.
   a. To edit, click the pencil for each section.
   b. Once updated, click check mark to save the update.

6) To update the dependent Social Security Number (SSN), scroll down to the **National IDs** section. Click the pencil icon to edit.
   a. Click **Add** for **National IDs**.
   b. Enter **United States of America** in the **Country** field.
   c. Enter **Social Security Number** in the **National ID Type** field.
   d. Enter the **Social Security Number** then click the check mark.

7) Click **Submit**.