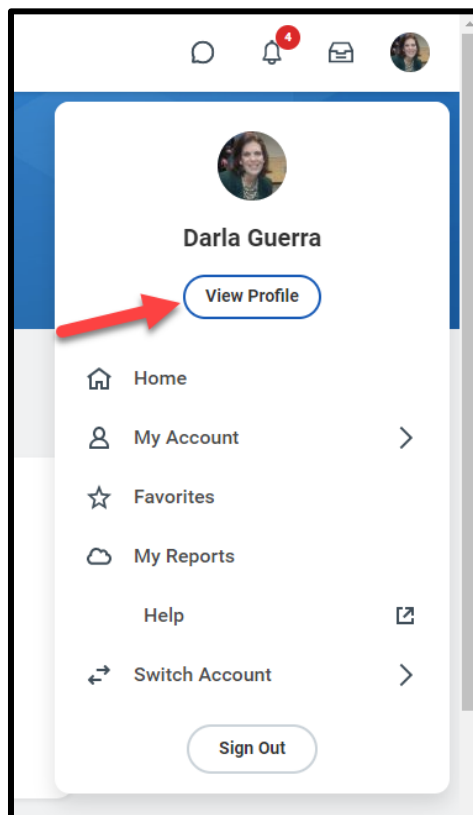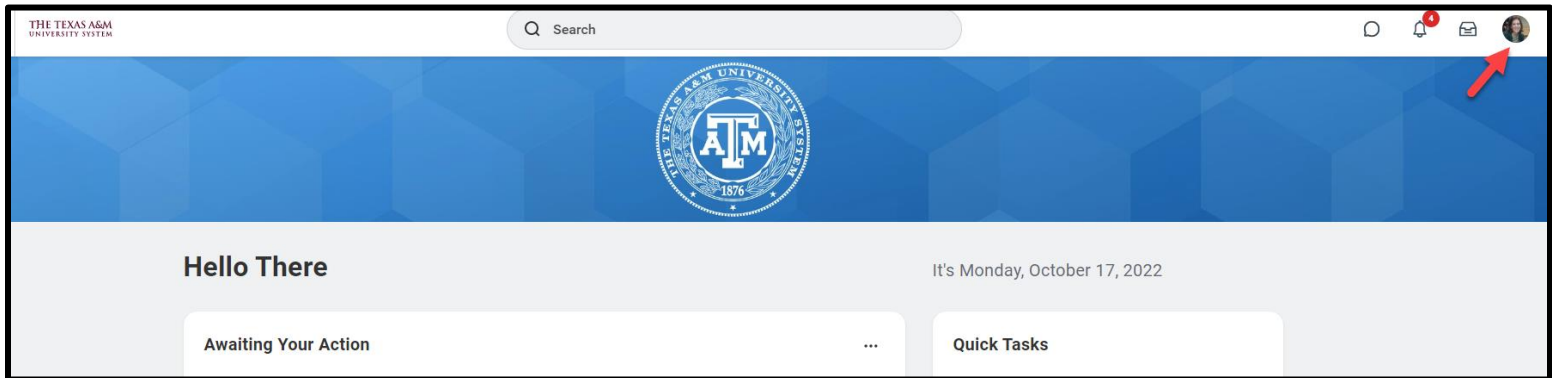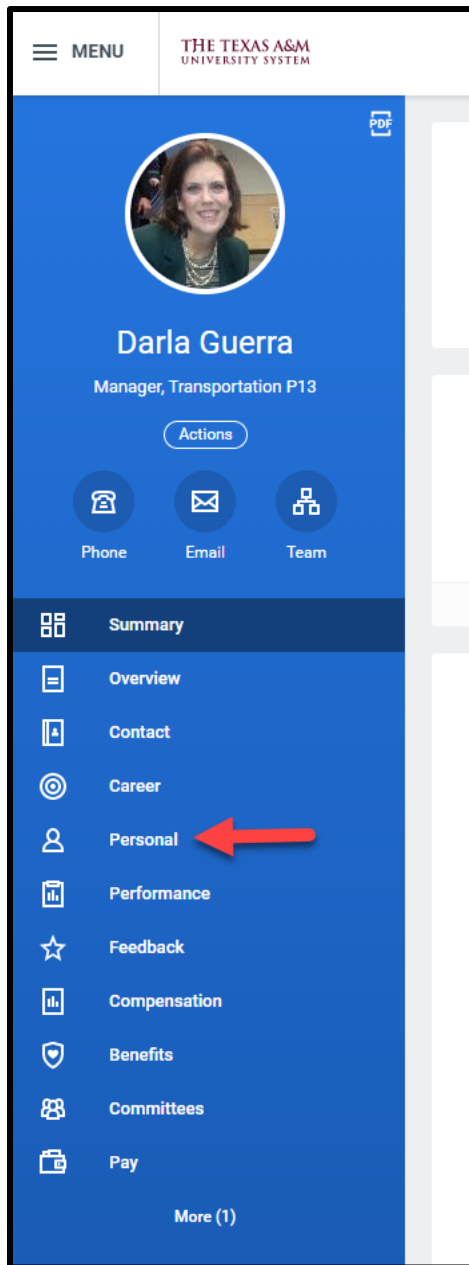# Updating MS in Workday

- Sign into SSO
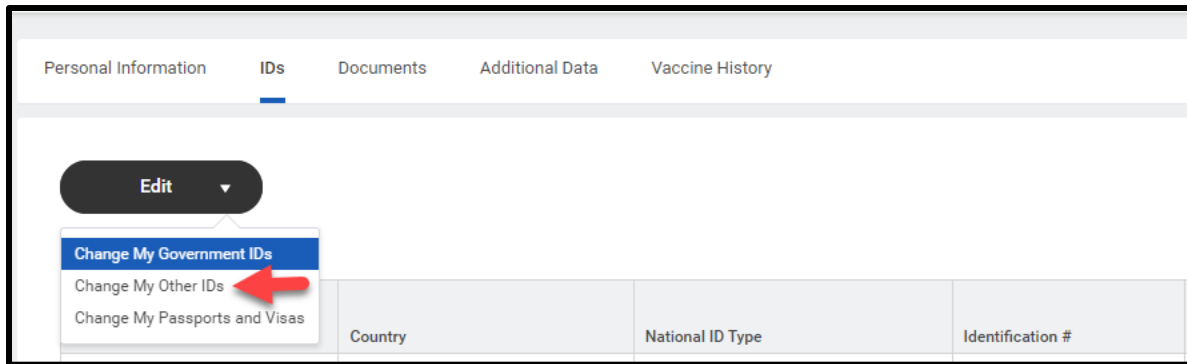- Click on your picture icon and select **'View Profile'**

Updating MS in Workday

- Scroll down and select **'Personal'**

Updating MS in Workday

- Select **'IDs'** and choose to **'Edit – Change my Other IDs'**

- Make the appropriate changes to your **'Mail Stop'** and then hit **'submit'**