

Quick Reference Guide: *Veteran Status Identification***Keep in mind**

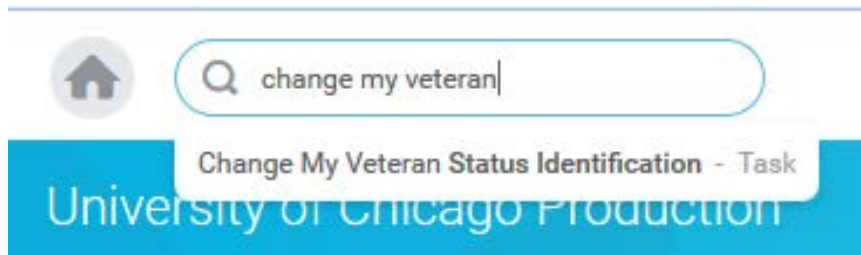
- Recording a veteran status is entirely voluntary, and you will not be penalized for any option you select.
- You may change your veteran status at any time.

Information Needed

None required.

Steps:

1. In the search box in the upper left-hand corner of Workday, type “**Change My Veteran Status Identification.**” Either select the suggestion that appears below the search box or press Enter and select “**Change My Veteran Status Identification**” in the gray box labeled “Tasks and Reports.”



or

Search Results 1 items

Tasks and Reports

[Change My Veteran Status Identification](#)

Tip: try selecting another category from the left to see other results

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2. Ensure that your name is entered in the Worker box.



Change My Veteran Status Identification

Worker *

3. Click the orange “OK” button at the bottom of the screen.
4. Please review the text explaining why the University asks for this information and identifying the different classifications of protected veteran. This will help you determine which veteran status to select.
5. You must select one of the three options at the bottom of the screen.

- I IDENTIFY AS ONE OR MORE OF THE CLASSIFICATIONS OF PROTECTED VETERAN LISTED ABOVE
- I AM NOT A PROTECTED VETERAN
- I DO NOT WISH TO SELF-IDENTIFY

6. Once you have selected your veteran status, click the green “Submit” button at the bottom of the screen.