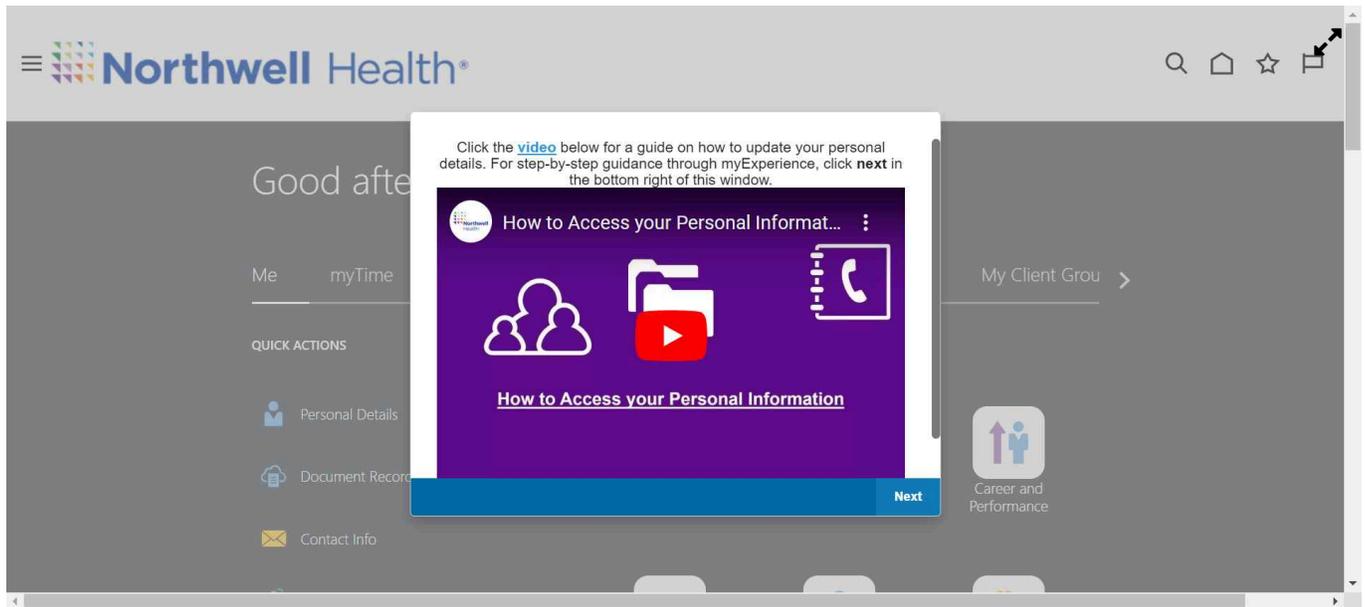


# Manage My Personal Details

Last Updated: 09/19/2023 02:46 AM

## STEP 1

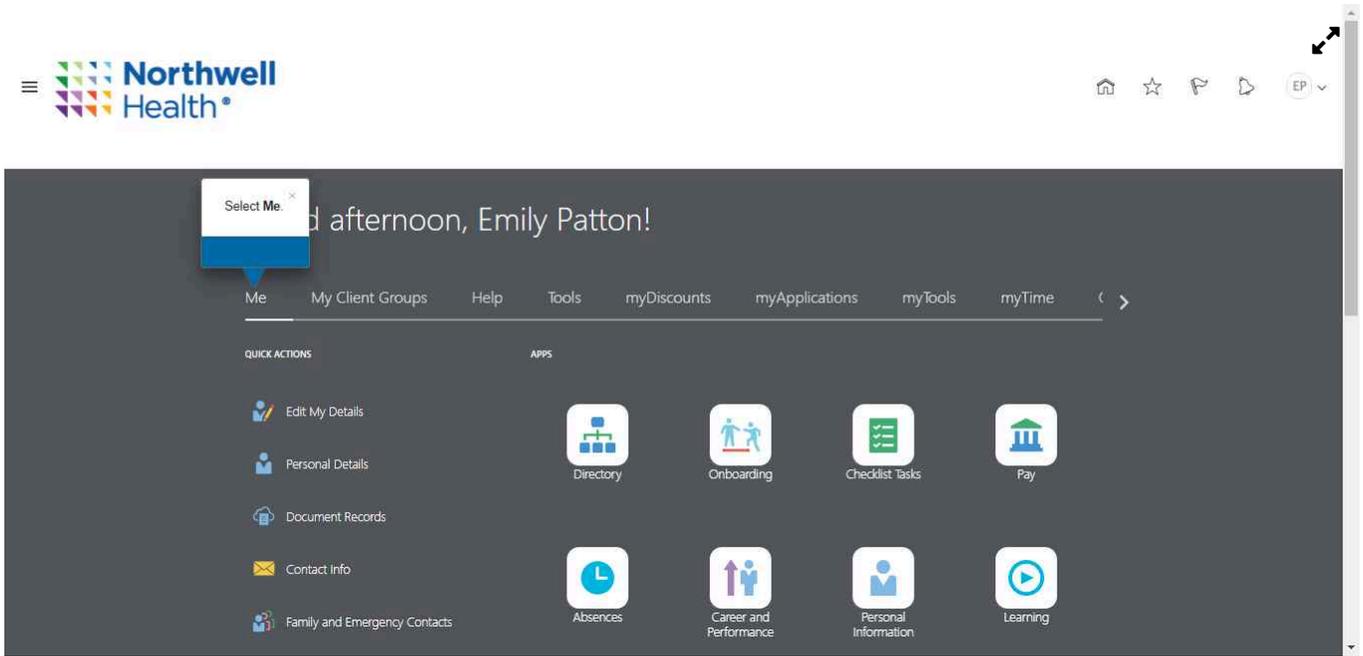


Click the [video](#) below for a guide on how to update your personal details. For step-by-step guidance through myExperience, click **next** in the bottom right of this window.

### How to Access your Personal Information - myExperience

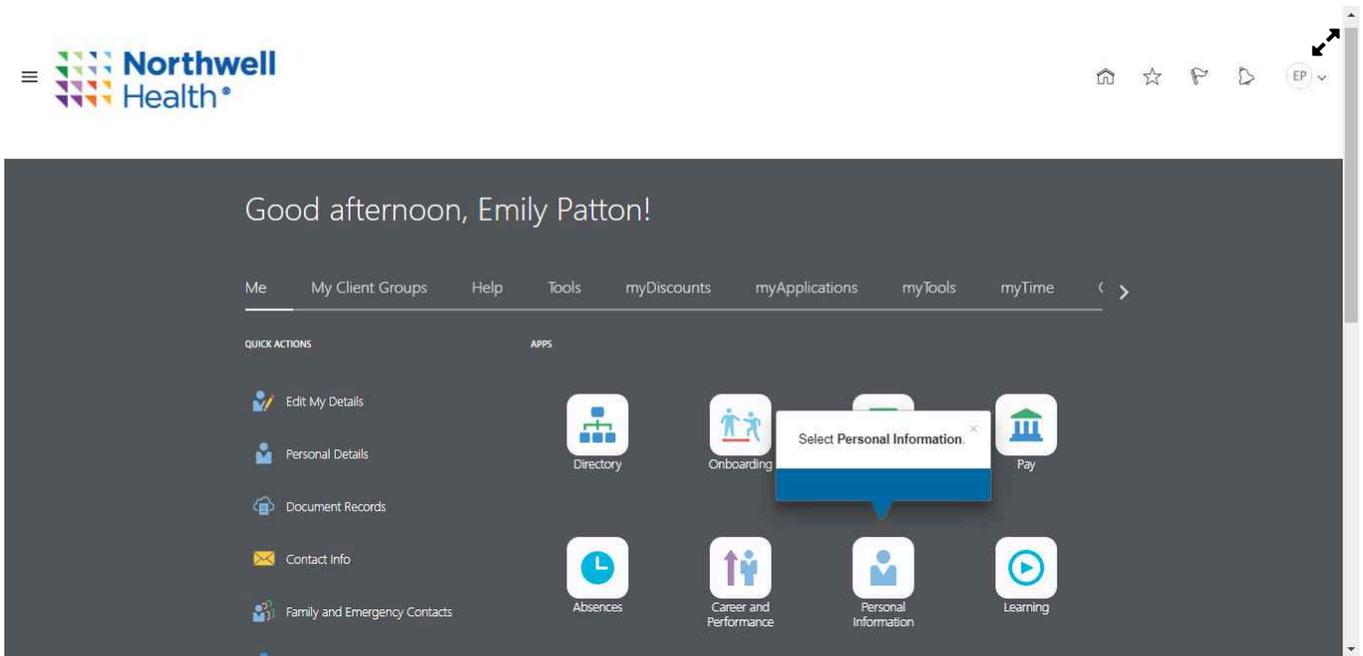


### STEP 2



Select Me.

### STEP 3

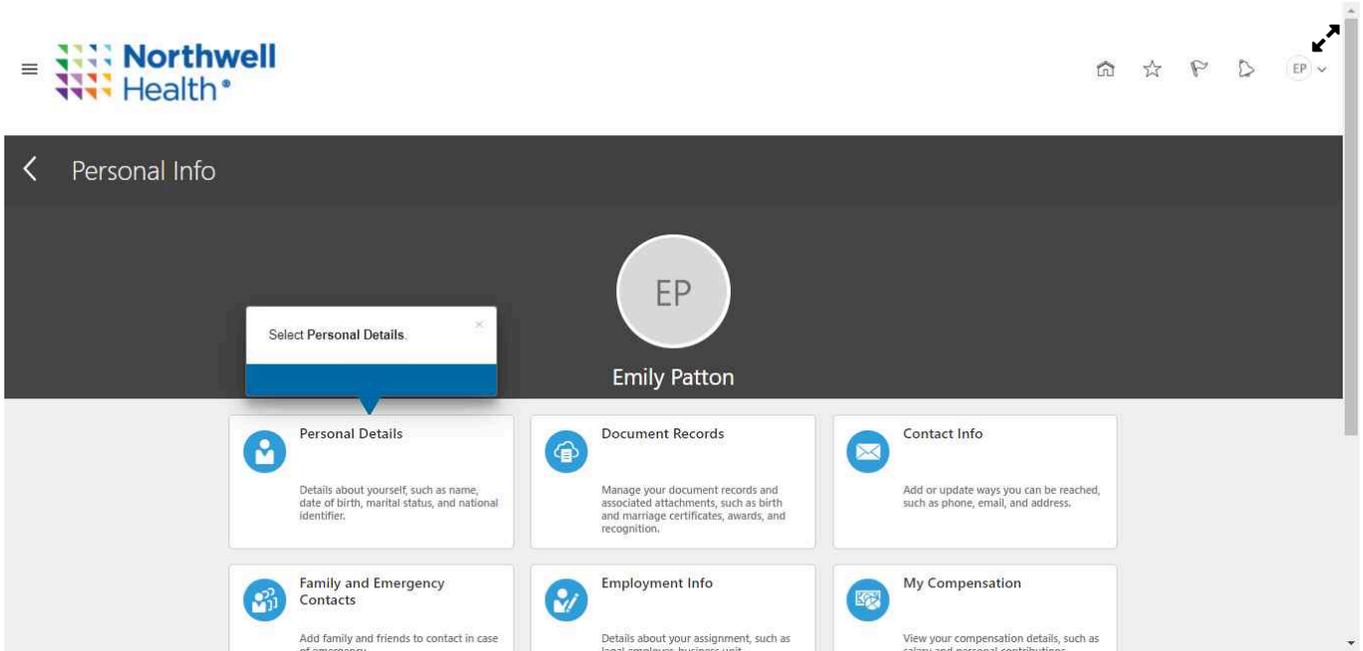


Select Personal Information.

**STEP 4**

Click **Home**.

**STEP 5**



**Select Personal Details.**

### STEP 6

Northwell Health logo and navigation icons are at the top. The page title is 'Personal Details' for 'Emily Patton'. The 'Name' section contains fields for 'Start Date' (11/01/2020), 'Last Name' (Patton), and 'First Name' (Emily). The 'Demographic Info' section contains fields for 'Country' (United States), 'Start Date' (11/01/2020), 'Gender' (Female), and 'Ethnicity' (I am Hispanic or Latino). A callout box points to a pencil icon in the 'Name' section with the text: 'Select the pencil icon for the section where data should be updated.'

Select the  pencil icon for the section where data should be updated.

### STEP 7

Northwell Health logo and navigation icons are at the top. The page title is 'Personal Details' for 'Emily Patton'. The 'Name' section contains form fields: '\*When does this name change start?' (mm/dd/yyyy), 'Last Name' (Patton), '\*First Name' (Emily), 'Title' (Select a value), 'Prefix', 'Suffix', 'Middle Name', 'Honors', 'Preferred Name', and 'Previous Last Name'. 'Submit' and 'Cancel' buttons are visible. A callout box points to the form fields with the text: 'Fill in mandatory and pertinent fields then select Submit or select Cancel.'

Fill in mandatory and pertinent fields then select **Submit** or select **Cancel**.

### STEP 8

Start Date  
11/01/2020

Last Name  
Patton

First Name

Fill in mandatory and pertinent fields then select **Submit** or select **Cancel**.

#### Demographic Info

Submit
Cancel

<p><b>Country</b> United States</p> <p><b>Ethnicity</b> <input type="checkbox"/> I am Hispanic or Latino.</p> <p>Select the races you identify with.</p> <p><input type="checkbox"/> American Indian or Alaska Native</p> <p><input type="checkbox"/> Asian</p> <p><input type="checkbox"/> Black or African American</p> <p><input type="checkbox"/> Native Hawaiian or other Pacific Islander</p> <p><input type="checkbox"/> White</p> <p><b>Marital Status</b> Married</p>	<p><b>Gender</b> Female</p> <p><b>Veteran Self-Identification Status</b> ▼</p> <p><input type="checkbox"/> Disabled Veteran</p> <p><input type="checkbox"/> Active Duty Wartime or Campaign Badge Veterans</p> <p><input type="checkbox"/> Armed Forces Service Medal Veteran</p> <p><input type="checkbox"/> Recently Separated Veteran</p> <p><input type="checkbox"/> Newly Separated Veteran Discharge Date mm/dd/yyyy</p>
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Fill in mandatory and pertinent fields then select **Submit** or select **Cancel**.

### STEP 9



Home Star Share EP

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EP

Personal Details

Emily Patton

**Name**

Start Date  
11/01/2020

First Name  
Emily

**Demographic Info**

<p><b>Country</b> United States</p> <p><b>Ethnicity</b> ... I am Hispanic or Latino.</p>	<p><b>Start Date</b> 11/01/2020</p> <p><b>Gender</b> Female</p>
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This completes the guide.

This completes the guide.