

SIDA WAX LOOGA BEDDELO

Macluumaadkaaga Shakhsi ahaaneed gudaha Workday



MUHIIM AH: Si aad uga cusboonaysiiso boggaaga aqoonsiga ee bogga internetka ee DirectMyCare ee CDWA, waa in aad ka cusboonaysiiso macluumaadkaaga shakhsi ahaaneed gudaha Workday.

Marin uga hel Macluumaadkaaga Shakhsi ahaaneed gudaha Workday

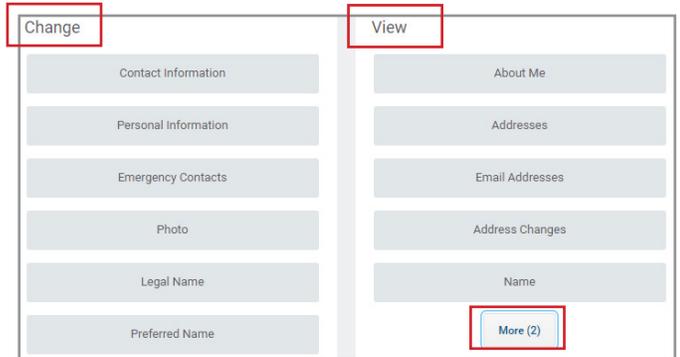
- Gal [bogga internetka DirectMyCare](#) ee CDWA.
- Markaad joogto shaashada My Dashboard (Dhaashboodh-kayga), xullo badhanka **Workday (Shaqada Maalinta)** si aad u tagto boggaaga koowaad ee Workday.
*Haddii aad tagtid bogga gelitaanka, geli isla magaca adeegsada iyo lambar sireedka ee loo isticmaalay in lagu galo [bogga internetka DirectMyCare](#).
- Markaad tagto Dhashboodhkaaga Workday-ga xullo **View All Apps (Eeg Dhamaan Ababka)**. (Jaantuska 01)
- Ka dooro **Personal Information (Macluumaadka Shakhsi ahaaneed)** tusmada ku taala dhinaca bidix ee shaashada. (Jaantuska 02)
- Boggaaga hore ee Macluumaadka Shakhsi ahaaneed ayaa soo muuqan doona. (Jaantuska 03)
 - Dooro midkood inaad Wax ka bedesho ama Eegto macluumaadkaaga shakhsi ahaaneed.
 - Dooro **More (Wax dheeraad ah)** si aad u balaadhiso macluumaadka shakhsi ahaaneed ee aad eegi karto.



Jaantuska 01



Jaantuska 02

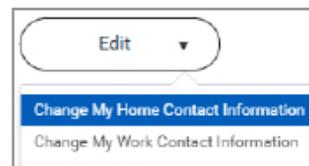


Jaantuska 03

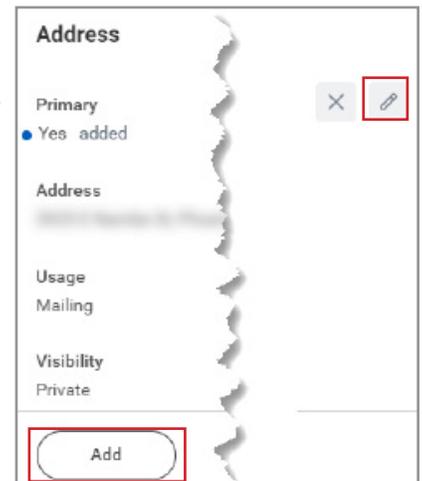
Ku dar ama Beddel Macluumaadka Xidhiidhka

Tilmaamahani waxay khuseeyaan goobaha Ciwaanka, Telefoonka, iyo limaylka.

- Guddaha boggaaga hore ee Macluumaadka Shakhsi ahaaneed, dooro **Contact Information (Macluumaadka Xidhiidhka)**.
 - Gudaha tusmada **Edit (Tafatirka)** ee hoos u dhaadhaca ee ku taala geesta bidix ee kore ee shaashada, dooro **Change my Home Contact Information (Beddel Macluumaadka Xidhiidhka ee Gurigeyga)**. (Jaantuska 04)
 - Fadlan wax isbeddel ah ha ku samaynin Macluumaadkaaga Xidhiidhka ee Shaqada.
 - Xullo badhanka Add (Ku dar) si aad ugu darto macluumaad cusub ama aykonka Edit (Tafatirka) si aad u bedesho macluumaad horey u sii jiray. (Jaantuska 05)
 - Geli ama wax ka beddel macluumaadka xidhiidhka.
 - Dooro **Submit (Gudbi)** si aad u keydiso isbeddelada.
- MUHIIM AH:** Dib u eeg cinwaankaaga(adaada).
 ● Haddii aad leedahay hal cinwaan, Dooro **Mailing Address (Cinwaanka Boostada)** gudaha goobta Usage (Isticmaalka).
 ● Haddii aad qabto lab cinwaan, hal cinwaan waa in looga geliyaa ka ahaan **Street Address (Cinwaanka Waddada)** oo kan kalena waa in loo geliyaa ka ahaan **Mailing Address (Cinwaanka Boostada)** gudaha goobta Usage (Isticmaalka).



Jaantuska 04



Jaantuska 05

Wax ka beddel Macluumaadkaaga Shakhshi ahaaneed

Tilmaamahani waxay ku dabaqmaan goobaha Jinsiga, Taariikhda Dhalashada, Xaaladda Guurka, Jinsiyada/Qowmiyada, iyo Adeegga Ciidanka Militariga.

1. Guddaha boggaaga hore ee Macluumaadka Shakhshi ahaaneed, dooro **Personal Information (Macluumaadka Shakhshi ahaaneed)**.
2. Isticmaal badhanka Add (Ku dar) si aad ugu darto macluumaad cusub ama aykonka Edit (Tafatirka) si aad u bedesho macluumaad horey u sii jiray.
3. Geli ama wax ka beddel macluumaadka kasta.
 - Dooro calaammada saxida si aad u tifaftirto macluumaad badan ka hor intaadan keydinin.
 - Dooro falaarta noqoshada si aad ugu laabato bogii hore adoonan sameyn wax isbeddelo ah.
4. Dooro **Submit (Gudbi)** si aad u keydiso isbeddelada.

Ku dar ama Beddel Xidhiidhada Xaalada Degdegga ah

1. Guddaha boggaaga hore ee Macluumaadka Shakhshi ahaaneed, dooro **Emergency Contacts (Xidhiidhka Xaalada Degdegga ah)**.
2. Dooro badhanka Edit (Tifaftir) .
3. Isticmaal badhanka Add (Ku dar) si aad ugu darto macluumaad cusub ama aykonka Edit (Tafatirka) si aad u bedesho macluumaad horey u sii jiray.
4. Geli ama wax ka beddel macluumaadka kasta.
 - Dooro calaammada saxida si aad u tifaftirto macluumaad badan ka hor intaadan keydinin.
 - Dooro falaarta noqoshada si aad ugu laabato bogii hore adoonan sameyn wax isbeddelo ah.
5. Dooro **Submit (Gudbi)** si aad u keydiso isbeddelada.

Beddel Magacaada Sharciga ah

1. Guddaha boggaaga hore ee Macluumaadka Shakhshi ahaaneed, dooro **Legal Name (Magaca Sharciga ah)**.
2. Geli macluumaadkaaga cusub, adoo xusuusanaya in meelaha loo baahan yahay lagu muujiyay xiddig calaamadeed cas. * (Jaantuska 06)
3. Gudaha qaybta Attachments (Lifaagyada) waxaad midkood soo jiidki kartaa oona ku tuuri kartaa faylka, ama waxaad isticmaali kartaa Select Files (Doro Faylasha) oo aadna uga soo dari kartaa meesha aad ku kaydisay ee gudaha kombiyuutarkaaga.
 - **MUHIIM AH:** Waxaad u baahan doontaa inaad soo geliso nuqul ah Kaarkaaga Soshal Sekuritiga si u raaciso beddelida magacaaga. Si tan aad u sameeyso, iskaan-garee ama sawir si fiican u muuqda ka qaad dukumentiyada. Ku kaydi kombiyuutarkaaga.
4. Dooro **Submit (Gudbi)** si aad u keydiso isbeddelada

Effective Date *	<input type="text"/>
Country *	<input type="text" value="X United States of America"/>
Prefix	<input type="text"/>
First Name *	<input type="text"/>
Middle Name	<input type="text"/>
Last Name *	<input type="text"/>
Suffix	<input type="text"/>

Jaantuska 06

Beddel Magacaaga Aad Doorbideyso

1. Guddaha boggaaga hore ee Macluumaadka Shakhshi ahaaneed, dooro **Preferred Name (Magaca La Doorbidayo)**.
2. Saxida ka qaad "Use Legal Name as Preferred Name (U Isticmaal Magaca Sharciga ah sida Magaca La Doorbidayo)". (Jaantuska 07)
3. Geli magaca aad doorbideyso, adoo xusuusanaya in meelaha loo baahan yahay lagu muujiyay xiddig calaamadeed cas. *
4. Dooro **Submit (Gudbi)** si aad u keydiso isbeddelada.

Use Legal Name As Preferred Name	<input type="checkbox"/>
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Jaantuska 07

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