Add Dependent Social Security or Individual Taxpayer Identification Number – Workday Instructions:

1. Go to Workday: [https://workday.cornell.edu/](https://workday.cornell.edu/)
2. Log In using your Cornell net ID and password
3. Click the navigation button in the top left corner (square with 3 lines), a drop-down menu will appear.
4. Click All About Me
5. Click Benefits icon, more options will appear
6. Click Dependents under the “Change” heading
7. Click Edit for the dependent whose Social Security number you wish to add
8. Click the + sign next to “National IDs”
9. Click the dialogue box next to the country, and choose [United States of America](https://www.uscis.gov/)
10. For National ID type, click the dialogue box and choose Social Security Number (SSN) or U.S. Individual Taxpayer Identification Number (ITIN). (If you are unsure which one to choose, it should be indicated on your dependent’s card. If your dependent is a US citizen, it will be a Social Security number.)
11. Type the number in the “Identification” box
12. Click the green Submit button at the bottom.
13. Repeat for other dependents if necessary.