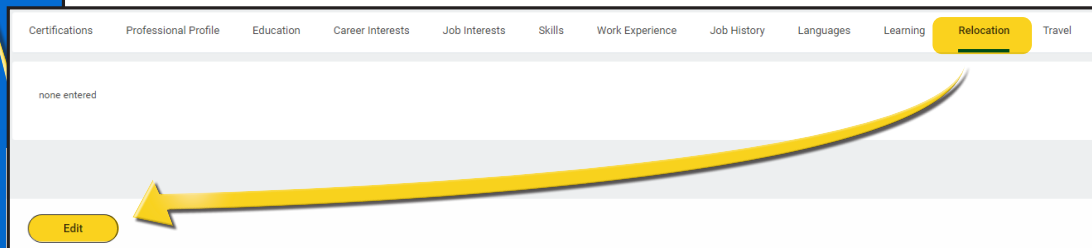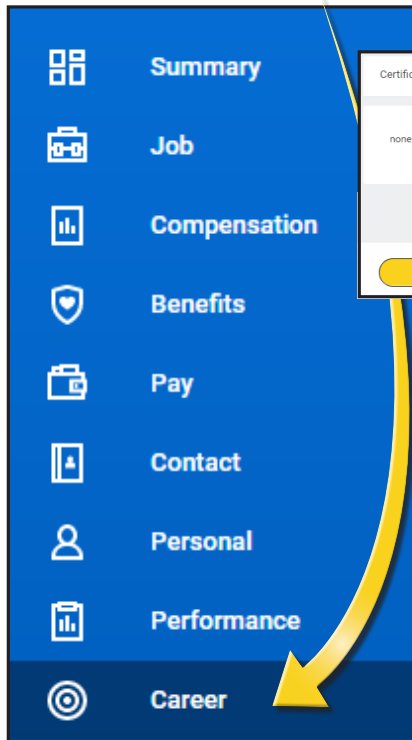# Relocation

1. In your Workday profile, click on the **Career** icon.

2. In this section, you will see multiple tabs. Click on **Relocation** and then on **Edit** at the bottom of the screen.

3. On the next screen, you can update your short-term and long-term relocation preferences.

Answer yes or no to these questions. If you answer yes, a second question will appear.
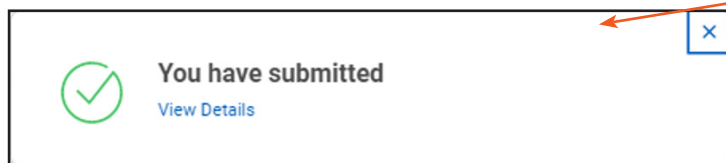
If you select All, all HSHS locations will appear. Select the location(s) to which you are willing to temporarily relocate.

Follow the same process for the Long Term section.

If you do not wish to relocate, select No for each section.

Once you have completed each section, click Submit.

You will then see the message at left below and your information will show under the Relocation tab.