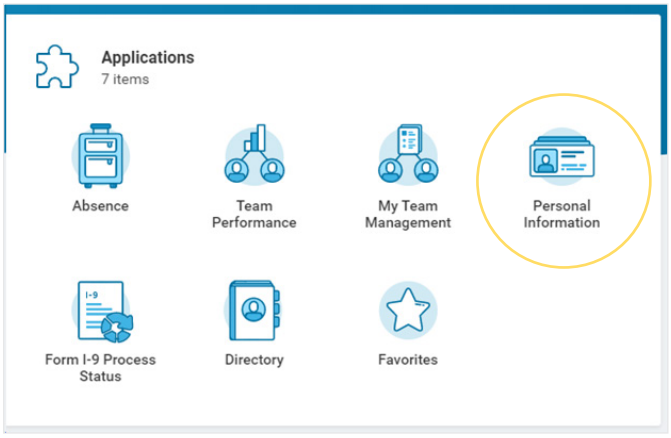
HOW TO UPDATE YOUR CONTACT INFO

Discover the steps you need to take to update your personal contact information.

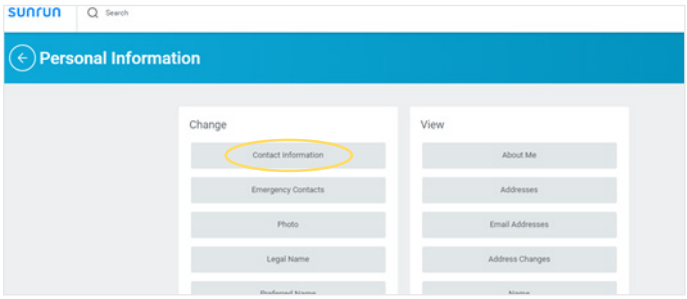
Step 1:

Log into Workday and click on Personal Information from the home page.



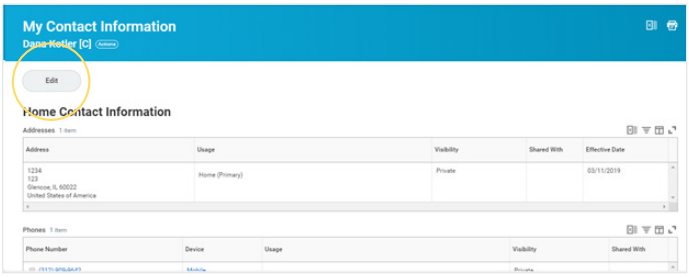
Step 2:

Click on Contact Information under Change.



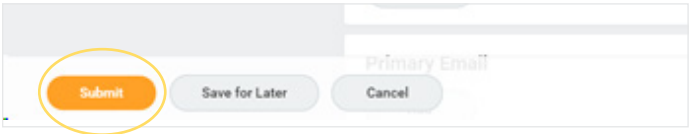
Step 3:

Click on Edit to update your home contact information and add your primary phone number (either mobile or landline) or personal email address.



Step 4:

Click Submit.



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