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.

My Contact Inform	mation				
Edit					
Home Contact Infor	mation				
Address	Usage		Visibility	Shared With	Effective Date
1234 123 Giencos, IL 60022 United States of America	Home (Primar	0	Private		03/11/2019
4					
hones 1 item					
Phone Number	Device	Usage		Visibility	Shared With
C (315 494 44 4)	Making			Direte	

Step 4:

Click Submit.

		Drimary Email	
Submit	Save for Later	Cancel	

