Keep in mind

- You can also enter an email address or a website in your Contact information.
- Remember to specify the type of phone number (mobile, pager, etc.)

Steps:

1. Navigate to your profile by clicking on the Circle to the right of your name in the top right hand corner of the Workday screen. Click on My Profile.

2. From your Profile, click on the Contact Tab and click on the Contact Tab on the navigation ribbon.
Quick Reference Guide: Contact Change

3. Click on the Edit Icon to change your contact information.

4. Click on the Edit Icon in the Primary Address row. Use the Prompt Icon to select the Country you live in.

5. Enter the Address, City, State, and Postal Code in the corresponding rows text fields. When finished, click the Done Icon.

6. Click on the Edit Icon in the Primary Phone row. Use the Dropdown Icon to select the Phone Device type and enter the Phone Number in the text field.

7. Click the Done Icon.

8. Click the Add Icon in any of the rows to add additional information and click the Edit Icon in rows with existing details to change the information.

9. Click on the Submit Icon to submit this task.

10. You will receive a message indicating you have successfully submitted the task.

11. Click the Done Icon to complete this task.