

Quick Reference Guide: *Contact Change***Keep in mind**

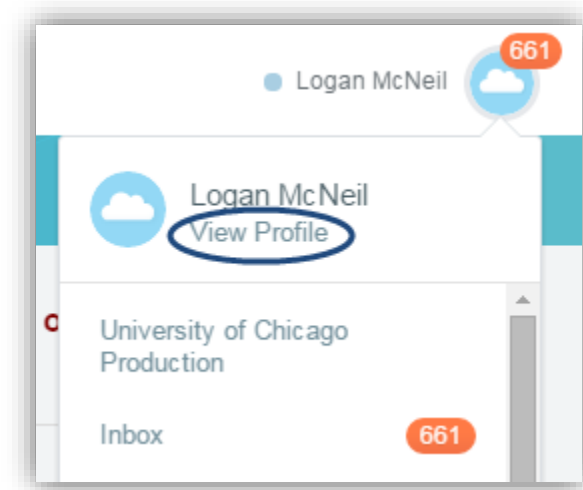
- You can also enter an email address or a website in your Contact information.
- Remember to specify the type of phone number (mobile, pager, etc.)

**Information Needed**

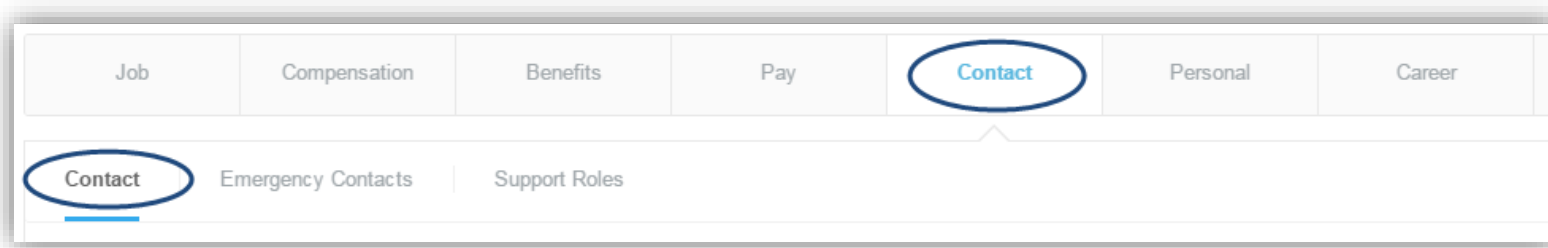
- Complete street address
- Complete phone number

**Steps:**








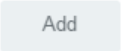


1. Navigate to your profile by clicking on the Circle to the right of your name in the top right hand corner of the Workday screen. Click on **My Profile**.



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** section. Use the **Prompt Icon** to  the **Country** you live in.
5. Enter the **Address, City, State,** and **Postal Code** in the corresponding rows text fields. When finished, click the **Save 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 **Save 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.

You have submitted **Contact Change**:

11. Click the **Done Icon**  to complete this task.