Quick Reference Guide: Change Emergency Contacts

Keep in mind

- All emergency contacts must have either a phone number or an email address. A street address alone is not sufficient.

Information Needed

- Contact’s legal name and relationship
- At least one piece of contact information

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 View Profile.

2. From your Profile, click on the Contact Tab and click on the Emergency Contacts Tab on the navigation ribbon.
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3. Click on the Edit Icon to change your emergency contacts.

4. Click on the Edit Icon in the Legal Name section.

5. Use the Prompt Icon to select the Country where the contact lives. “United States of America” is the default.

6. Enter the First Name and Last Name in the corresponding rows text fields.

7. Click the Save Icon.

8. Click on the Edit Icon in the Relationship row and use the Prompt Icon to select the Relationship type.

9. Click the Add Icon in any of the rows to add additional information about your emergency contact and click the Edit Icon in rows with existing details to change the information.

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

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

You have submitted Change Emergency Contacts:

12. Click the Done Icon to complete this task.