(Last Revised: 08/20/2015)

Quick Reference Guide: *Change Emergency Contacts*

Keep in mind

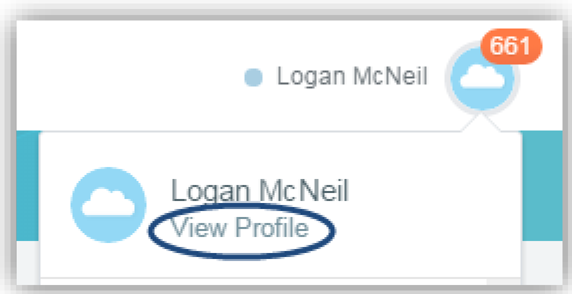
- All emergency contacts must have either a phone number or an email address. A street address alone is not sufficient.

Information Needed

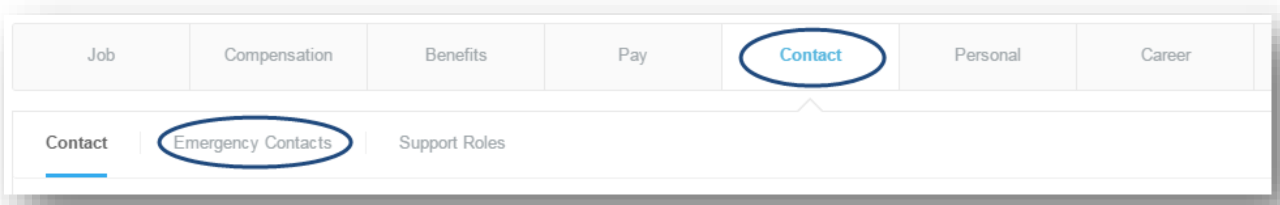
- Contact’s legal name and relationship
- At least one piece of contact information

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.



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.