Job Application: Edit Email Address

External Applicants

Quick Reference Guide

Purpose: This document informs external applicants how to edit their email address on their profile.

Steps to edit email address:
1. Go to the UChicago External Job Application: https://uchicago.wd5.myworkdayjobs.com/External
2. Login into your account.
   i. Select the Sign In on the top right corner.
   ii. Enter email address and password.

Information needed
- Login email and password.

Keep in mind
- The email address is the applicant's profile ID.
- Once the update is completed on the external job board, log into the personal email account to confirm changes.
3. From the Cloud Icon, select **Account Center**.

4. Type in new email address.
5. Select **submit**.

![Image of Account Settings](image)

6. View **Confirmation Message**.

![Image of Submitted](image)

7. Verify changes. The applicant receives two email notifications.
   - **Workday - Username Change Verification** email routes to the *new* email address.
     - i. Login into the *personal email account*.
     - ii. Click on the link to **verify the e-mail** and complete the change.
   - **Username Change Notification** email routes to the *original* email address. This informs the applicant that the email for the account has been changed and no further action is required if the request is valid.