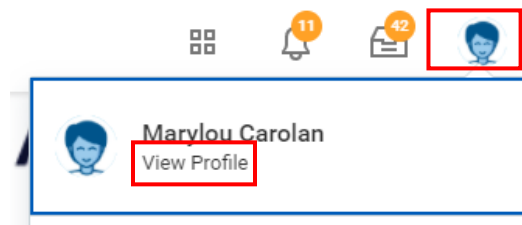


HOW DO I ... Update My Contact Information?	ABOUT THIS TASK: Describes how to change a user's address, email, and phone contact details for home and work.
AUDIENCE: All Employees.	DETAILED JOB AID: Change Contact Information (Edit Employee Contact)

Note: All values in screenshots are examples only and may not refer to actual data in Workday.

1. On Workday's home page, *click* your profile picture in the top right-hand corner.

TIP: If a custom profile picture has not been set, the profile picture defaults to a cloud icon.



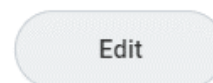
2. From the dialog box, *click* **View Profile**.




3. On the left sidebar *click* **Contact**.

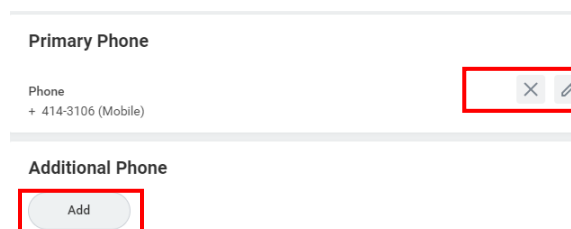
TIP: If you don't see contact, click **More** to expand the list.




4. Under the **Contact** sub-tab, *click* **Edit**. The **Change Contact Information** page displays.



5. In the relevant sections:
 - *Click* **Add** to add information.
 - *Click*  to edit information.
 - *Click*  to delete information.
 - *Click*  to return to the previous screen.



6. In the sub-prompt, *fill* out the form fields that are marked with a red asterisk (*). When all necessary changes have been made, *click*  in the top right corner of the sub-prompt to save your work. The **Change Contact Information** page displays.



7. *Click* **Submit**.

TIP: If the submit request does not register, please review the error message at the top of the viewport by *clicking* **view all**. Make all necessary changes.



8. *Click* **Done**. This process is now complete!

