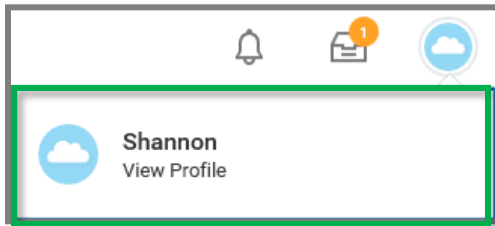


# UPDATING CONTACT INFORMATION

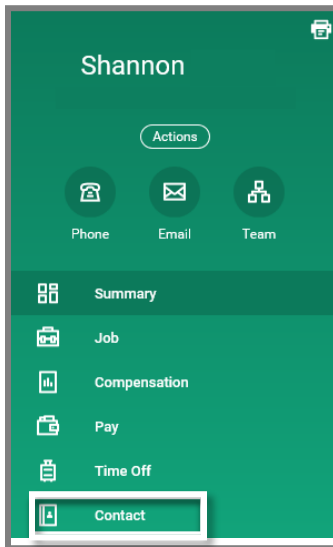
## VIEWING YOUR WORK CONTACT INFORMATION

Although you cannot edit your work contact details, it is important for you to review this information for accuracy. If the information is incorrect, please contact Human Resources (HR) for corrections.

1. Navigate to your **Profile** from the Workday homepage.



2. Click **View Profile**
3. Click **Contact**



4. Scroll down the page to view your Work Contact Information

Work Contact Information			
Address	Usage	Visibility	Effective Date
33701 State Road 52 Saint Leo, FL 33574 United States of America	Business (Primary)  Street Address	Public	01/17/2011

Phone Number	Device	Usage	Visibility
+1 (813)	Mobile	Work (Primary)	Private
+1 (352) 588-7426	Telephone	Work	Public

Email Address	Usage	Visibility
shannon.moore02@saintleo.edu	Work (Primary)	Public

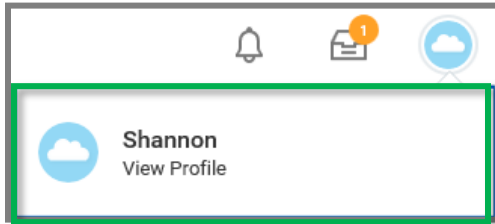
**! Important.** If your Work Contact Information is incorrect please email HR at [hr@saintleo.edu](mailto:hr@saintleo.edu).

# UPDATING CONTACT INFORMATION

## EDITING YOUR PERSONAL INFORMATION

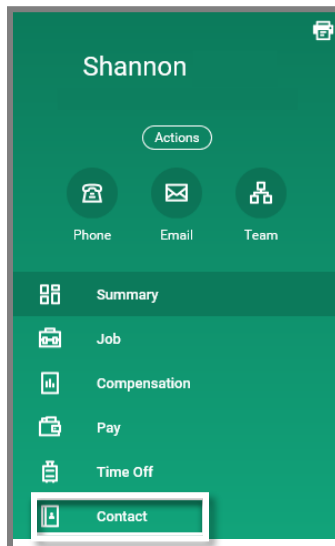
You can edit your personal contact information in Workday. This process is easy and gives you control to ensure your information is up-to-date.

1. Navigate to your **Profile** from the Workday homepage.

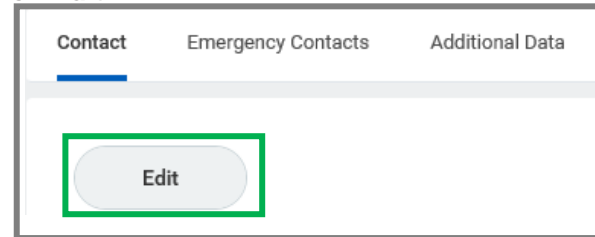


2. Click **View Profile**

3. Click **Contact**



4. Click **Edit**.



5. Click the **Edit icon**



6. Make the necessary updates and click

**Submit**

7. Click

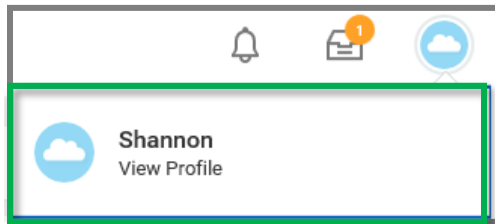
**Done**

# UPDATING CONTACT INFORMATION

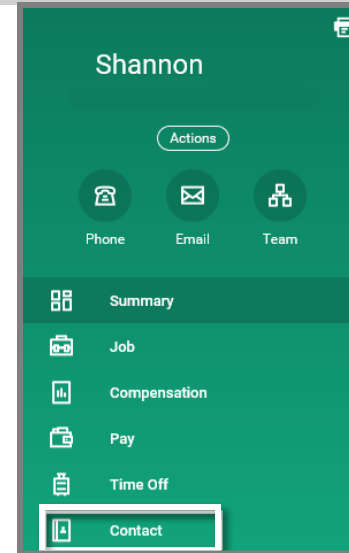
## ADDING OR UPDATING YOUR MAIL CODE

Adding your mail code in Workday is quick and easy. This is an important step because your mail code is part of the Active Directory which is visible to the SLU community.

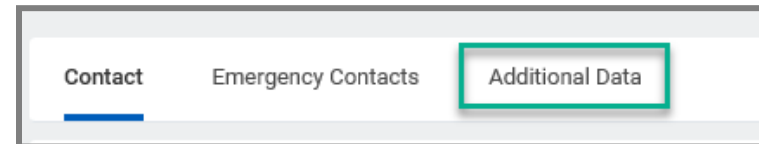
1. Navigate to your **Profile** from the Workday homepage.



2. Click **View Profile**
3. Click **Contact**



4. Click the **Additional Data** menu option



# UPDATING CONTACT INFORMATION

## 5. Click Edit

Contact   Emergency Contacts   **Additional Data**

View As Of 06/26/2018

**Mail Codes**

Mail Code (empty)

Edit

## 7. Click



## 8. Click



## 6. Using the drop down menu, select your **Mail Code** from the list of active SLU Mail Codes.


**Mail Codes**

Mail Code  



**NOTE:** If you are changing your Mail Code, click the X located to the left of the current Mail Code to delete it.

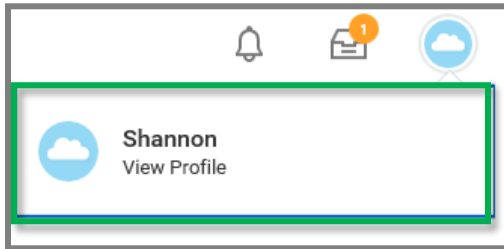
**Mail Codes**

Mail Code  

# UPDATING CONTACT INFORMATION

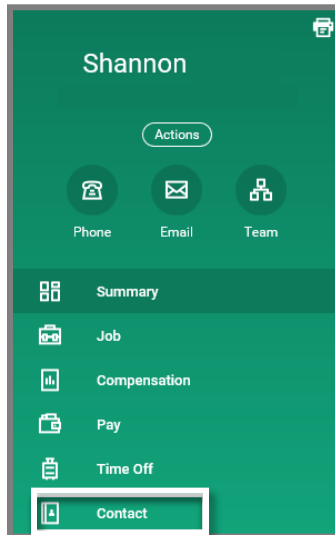
## ADDING/UPDATING EMERGENCY CONTACTS

1. Navigate to your **Profile** from the Workday homepage.

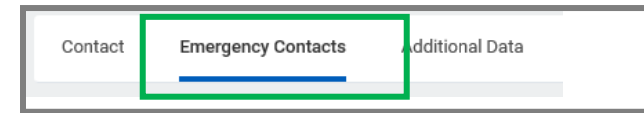


2. Click **View Profile**

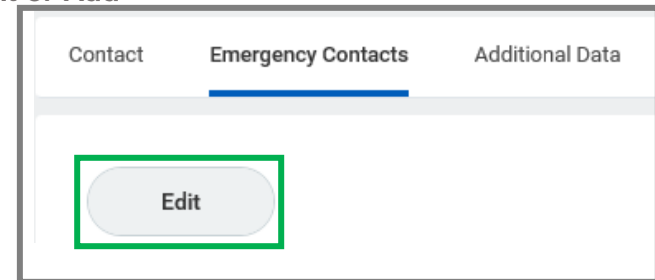
3. Click **Contact**



4. Select **Emergency Contacts**





5. Click **Edit or Add**



6. Click the **Edit icon**  in each section to update or add Emergency Contact information.

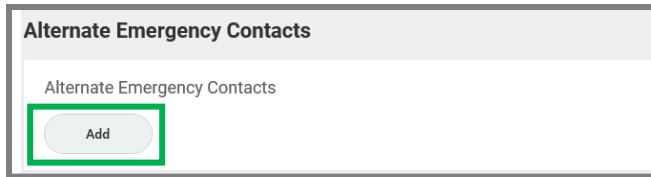
7. Make necessary changes and click the **save icon** 

 **NOTE:** You can click the undo icon  to correct incorrect entries.

# UPDATING CONTACT INFORMATION

---

8. **Alternate Emergency Contacts** can be added by clicking the Add button in this section.



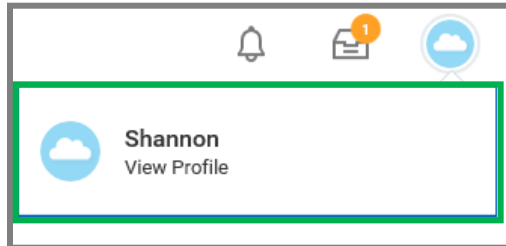
9. Once all edits have been made **click**  enter your email

10. Click 

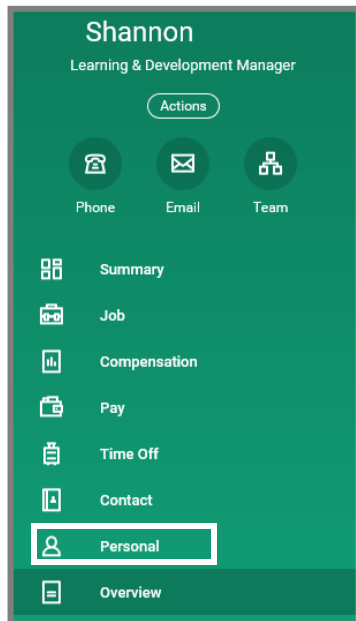
# UPDATING CONTACT INFORMATION

## ADDING A SUFFIX TO YOUR NAME

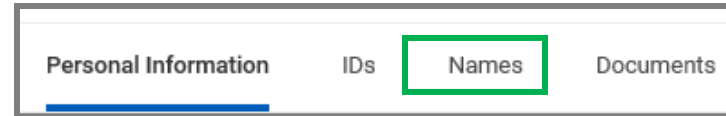
1. Navigate to your **Profile** from the Workday homepage.



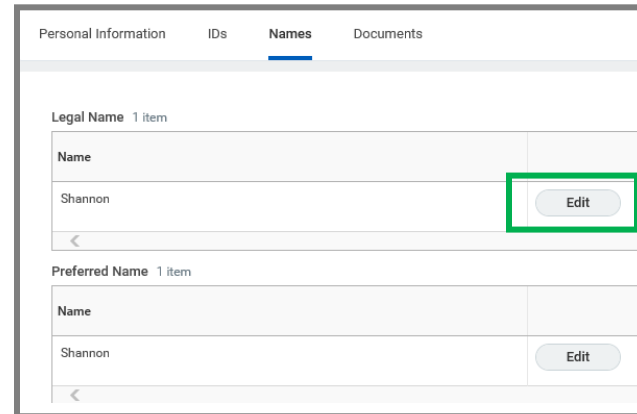
2. Click **View Profile**
3. Click **Personal**



4. Select **Names**



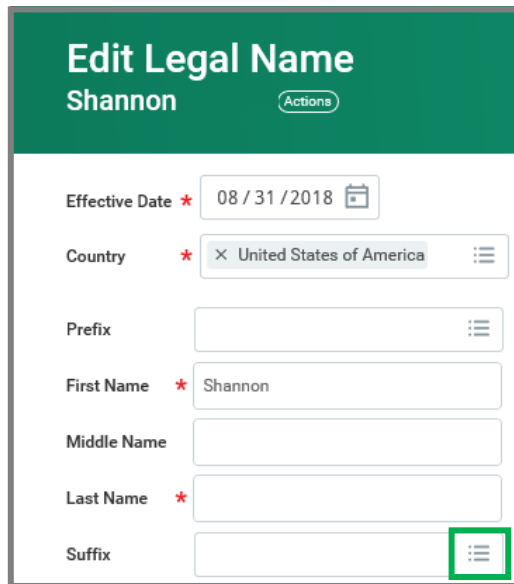
5. Select the **Edit** button in the Legal Name field.



**NOTE:** You cannot add a Suffix to your Preferred Name.

# UPDATING CONTACT INFORMATION

6. Select the **Suffix** dropdown menu



**Edit Legal Name**  
Shannon Actions

Effective Date \* 08 / 31 / 2018

Country \*

Prefix

First Name \*

Middle Name

Last Name \*

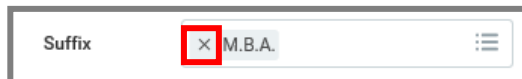
Suffix

9. Click



• **Important.** Adding a Suffix to your Name is not immediate. These updates are subject to an approval process through Human Resources.

7. After making a selection the Suffix line will be populated.



Suffix



**NOTE:** If you make the wrong selection, simply click the X located to the left of the current Suffix to delete it.

8. When finished click

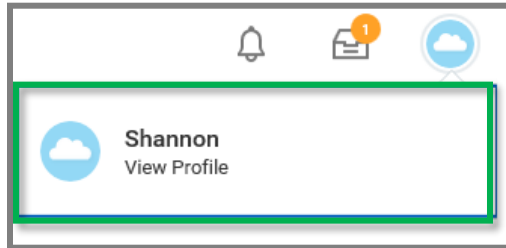




# UPDATING CONTACT INFORMATION

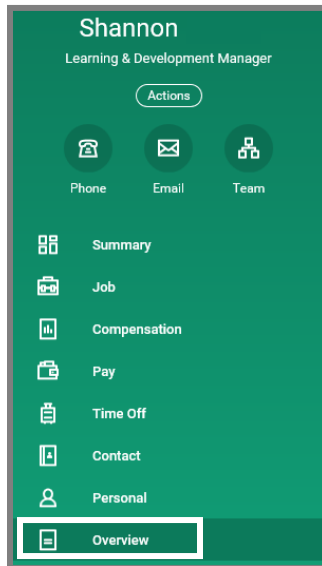
## ADDING/UPDATING EDUCATION CREDENTIALS

1. Navigate to your **Profile** from the Workday homepage.

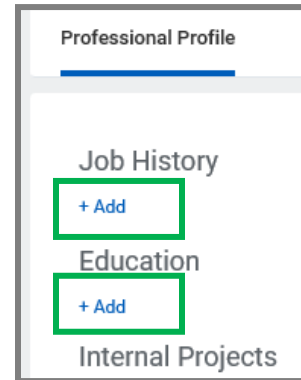


2. Click **View Profile**

3. Click **Overview** to view your Professional Profile



4. Click **Add** under the appropriate section to update Job History and Education



# UPDATING CONTACT INFORMATION

## 5. Add education credentials

**Add Education**  
Shannon Actions

Country \*

School \*

If you cannot find the school, check here

Degree

Degree Received

Field of Study

First Year Attended

Last Year Attended

Grade Average



**NOTE:** Use the Remove and Add buttons to add additional education sections and remove incorrect information.

## 6. When finished click

## 7. Click

**! Important.** Education and Job History changes are not immediate. These updates are subject to an approval process through Human Resources.