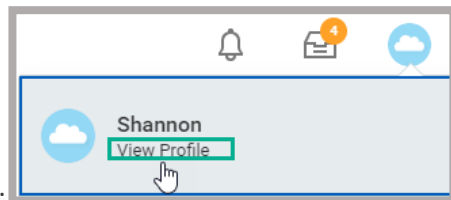


Updating Emergency Contact Information in Workday

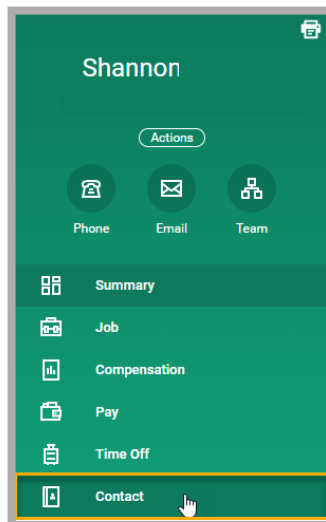
It is vital that your emergency contact information is up to date in Workday. This information ensures the university has access to the correct contact information in the event of an emergency. Please follow the steps below to update this information on your profile.

1. Logon to Workday.

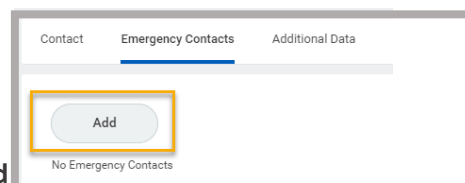


2. Navigate to your profile.



3. **Click Contact** from the profile menu.



4. **Click Emergency Contacts** from the contacts menu options.



5. **Click Add**

6. Click the edit icon  to enter contact details, and click the check mark  when finished to save your entries.

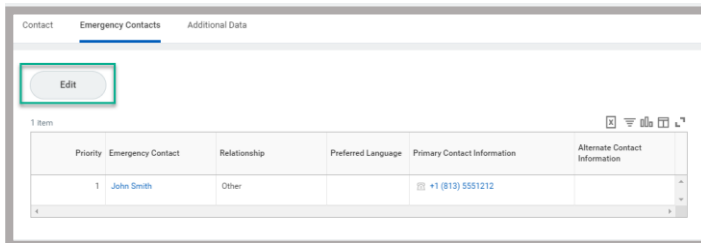
IMPORTANT: Fields marked with a red asterisk * are required.



NOTE: Primary Phone and Email are required even though they are not marked with a red asterisk.

7. After entering your emergency contact information, click  and .

After completing steps 1 – 7, the system will display your Emergency Contact details. If changes are necessary, click the **Edit** button.



The screenshot shows a web interface with three tabs: 'Contact', 'Emergency Contacts', and 'Additional Data'. The 'Emergency Contacts' tab is active. An 'Edit' button is highlighted with a red box. Below the button is a table with one item. The table has columns for Priority, Emergency Contact, Relationship, Preferred Language, Primary Contact Information, and Alternate Contact Information. The data row shows Priority 1, Emergency Contact John Smith, Relationship Other, Preferred Language (empty), Primary Contact Information +1 (813) 5551212, and Alternate Contact Information (empty).

Priority	Emergency Contact	Relationship	Preferred Language	Primary Contact Information	Alternate Contact Information
1	John Smith	Other		+1 (813) 5551212	



NOTE: You can edit this information at any time by returning to the Contacts page and clicking

