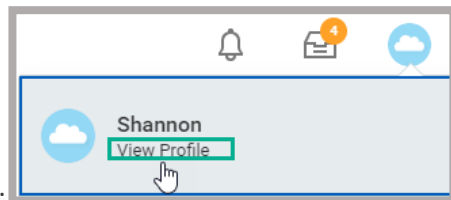# Updating Emergency Contact Information in Workday

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.
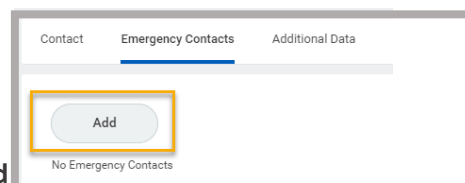
1. Logon to Workday.

2. Navigate to your profile.

3. **Click Contact** from the profile menu.
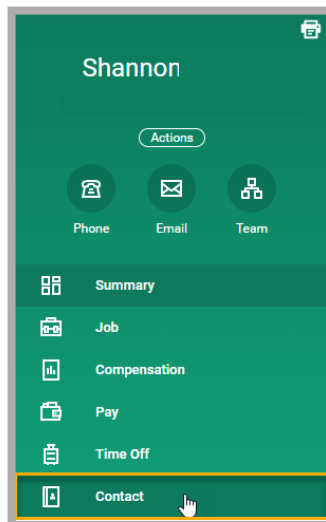
4. **Click Emergency Contacts** from the contacts menu options.

5. **Click Add**

6. **Click** the edit icon [pencil icon] to enter contact details, and click the check mark [check icon] when finished to save your entries.
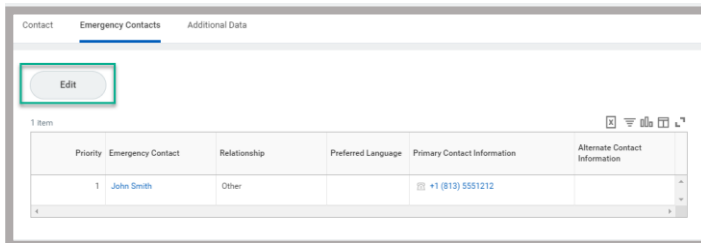
   ! **IMPORTANT**: Fields marked with a red asterisk * are required.

   [note icon] **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** [Submit button] and [Done button] .

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

[note icon] **NOTE:** You can edit this information at any time by returning to the Contacts page and clicking [Edit button] .