# Updating Contact Information in Workday

You can review and edit your personal contact information in Workday. This process is simple, and gives you the ability to ensure your information is up-to-date and accurate.
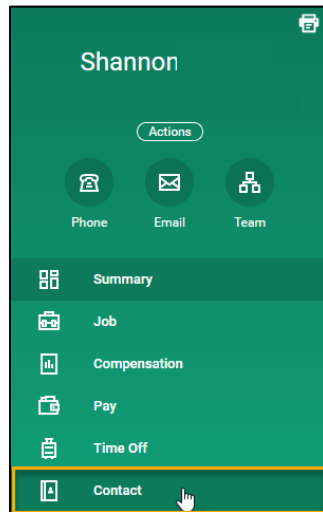
To **view your personal contact information**, follow the steps below:
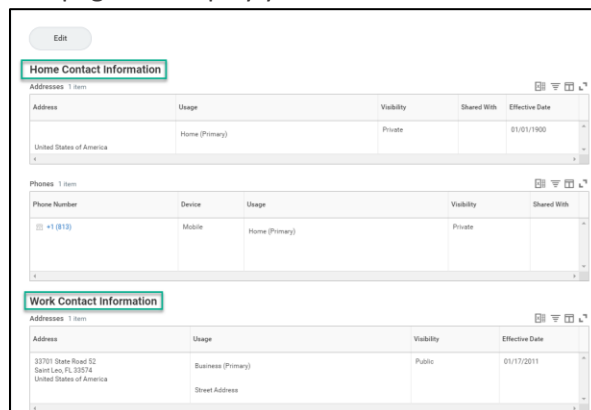
1. Log on to Workday.

2. Navigate to your profile (upper right corner of main page) and click View Profile.
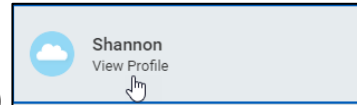
3. **Click Contact** from the profile menu. (you may need to scroll down to see the Contact option)

The Contact page will display your **Home Contact** and **Work Contact** Information.

To **edit your personal contact information,** follow the steps below**:**

1. Click **Edit** at the top of the Contact page.

2. **Click** the **Edit icon** to update your personal contact details.

 NOTE: Be sure to scroll down and **review ALL** personal contact sections.

3. Use the Save and Undo icons while making changes to save and/or undo updates.

4. Add a **Primary Email** to your contact details. **Click** in the **Prmary Email section** .

 NOTE: It is important to include a Primary Email in your contact information as this information may be needed in the event of an emergency.

5. Click

6. Click

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•Important: If your Work Contact Information is incorrect, please email HR at hr@saintleo.edu.