

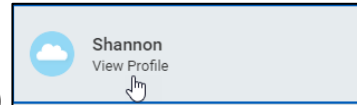
Updating Contact Information in Workday

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.

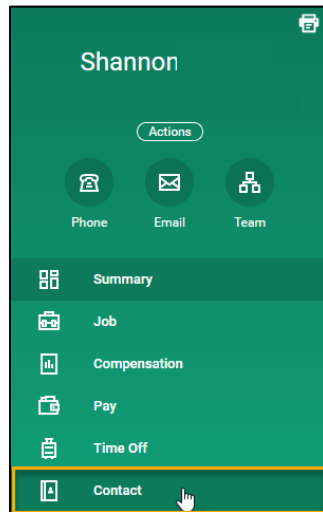
To **view your personal contact information**, follow the steps below:

1. Log on to Workday.

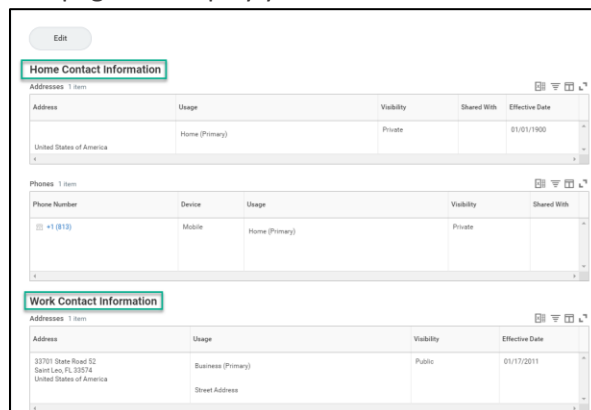
2. Navigate to your profile (upper right corner of main page) and click View Profile.



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.



Home Contact Information					
Addresses 1 item					
Address	Usage	Visibility	Shared With	Effective Date	
United States of America	Home (Primary)	Private		01/01/1900	

Phones 1 item					
Phone Number	Device	Usage	Visibility	Shared With	
+1 (813)	Mobile	Home (Primary)	Private		

Work Contact Information					
Addresses 1 item					
Address	Usage	Visibility	Effective Date		
32701 State Road 52 Saint Leo, FL 33574 United States of America	Business (Primary)	Public	01/17/2011		
	Street Address				

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

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

Edit

Home Contact Information

Addresses 1 item

Address	Usage	Visibility	Shared With	Effective Date
United States of America	Home (Primary)	Private		01/01/1900

Phones 1 item

Phone Number	Device	Usage	Visibility	Shared With
+1 (813)	Mobile	Home (Primary)	Private	

Work Contact Information

Addresses 1 item

Address	Usage	Visibility	Effective Date
23701 State Road 52 Saint Leo, FL 33574 United States of America	Business (Primary)	Public	01/17/2011



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.

Home Contact Information

Primary Address

Address

Effective Date

06 / 09 / 2020

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

Primary Email

Add



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.

Submit

5. Click

Done

6. Click

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