



Add Emergency Contacts

Overview

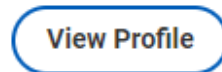
This quick reference guide will cover how to add emergency contacts in Workday.

Process

1. After logging into Workday, click the **Profile** icon in the top right corner of the homepage.



2. Select **View Profile**

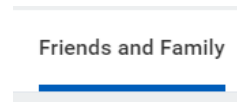


3. Select the **Contact** option on the left side of the profile.

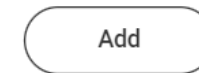


Note: You may need to select **More** to view the **Contact** tab

4. Select the Friends and Family tab



5. Select the **Add** button on the Friends and Family tab.



6. Populate the information on the form

Relationship Types is a required field

First Name is a required field.

Last Name is a required field.

7. Select the Contact information tab to include phone, address, or email information.

Contact Information

8. Select OK

