



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**

View Profile

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

Contact

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

4. Select the Friends and Family tab that's across the top menu.

Friends and Family

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

Add

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, and/or email information.

Contact Information

8. Select **OK**

OK