



Change My Contact Information

Overview

This quick reference guide will cover how to change your contact information.

Process

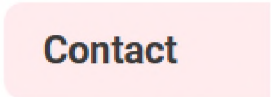
1. After logging into Workday, click the **Profile** icon in the top right corner of the homepage.



2. Select **View Profile**

A rounded rectangular button with a blue border and the text "View Profile" in blue.

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

A rectangular button with a light pink background and the text "Contact" in dark blue.

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

4. Select the **Edit** button on the Contact tab.

A rounded rectangular button with a thin black border and the text "Edit" in blue.

5. Select the **pencil icon** to update information provided



The fields will be available to update

6. Once information has been updated, select the **Check Mark**



To cancel changes made in edit mode, select the **back arrow**.