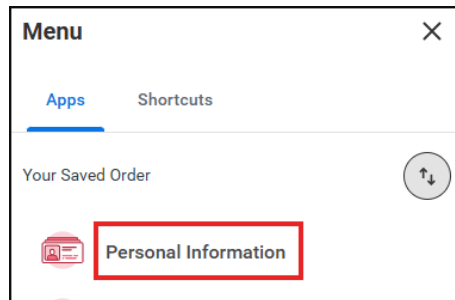


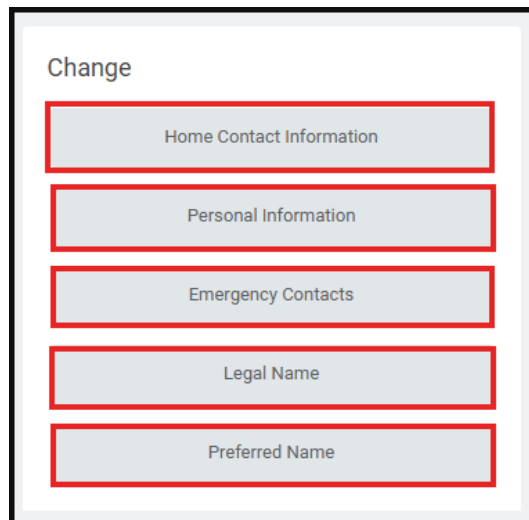
Modify Personal Information: Update your personal information through your worker profile

ADD OR CHANGE YOUR CONTACT INFORMATION:

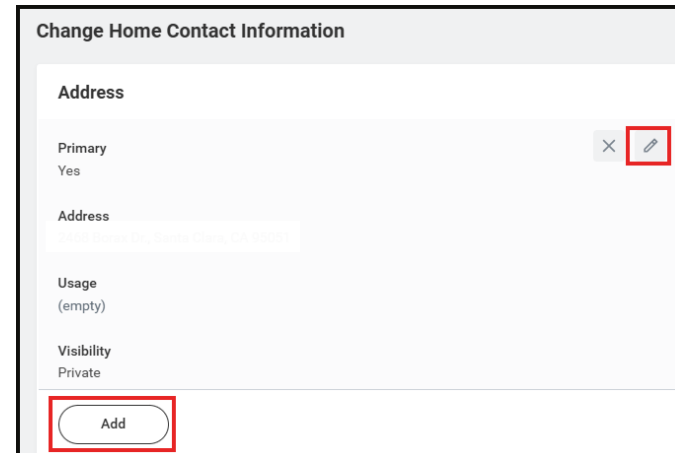
1. Go to **Workday** click on **Menu** select **Personal Information**:



2. Select under **Change** the section to update:



3. Within each section, click the **Edit icon**  to change existing information or click **Add** to add new information:



Note: Adding New Emergency Contact information requires inputting at least one form of contact phone number or email address.

4. Click **Submit** and **Done** to save your changes.

CHANGE YOUR PREFERRED NAME:

1. **Uncheck** Use Legal Name as Preferred Name -> enter new name -> Click **Submit** and **Done**.

