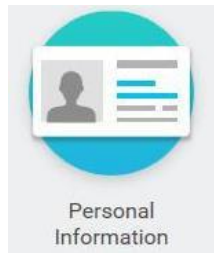


Update Your Contact Information

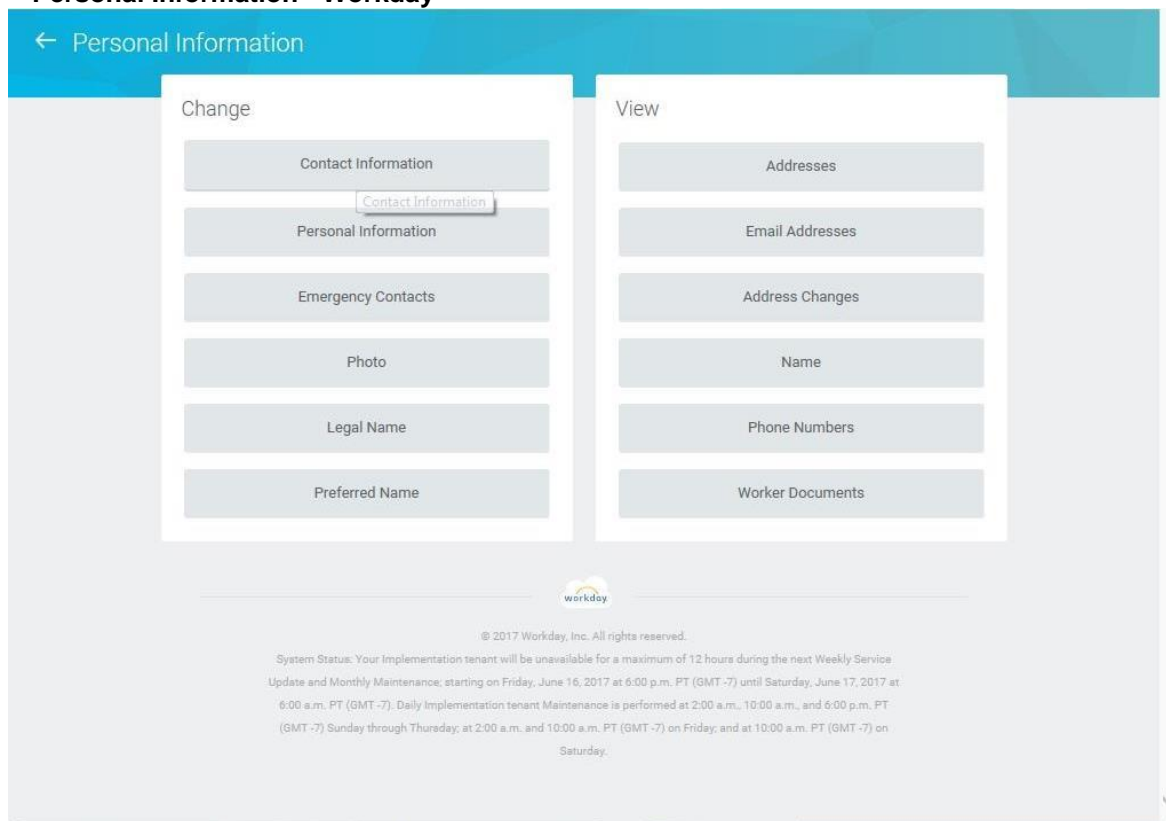
Use this procedure to update your contact information, including home and work contact information.

Procedure:



1. Click the **Personal Information** worklet.

Personal Information - Workday



2. On the Personal Information page, click the **Contact Information**  button.

My Contact Information - Workday

My Contact Information Jennifer Lopez (W7654321) Actions

[Edit](#)

Home Contact Information


1 item

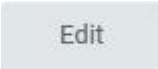
Address	Usage	Visibility	Shared With	Effective Date
123 State of MD Way Baltimore, MD 21202 United States of America	Home (Primary) Mailing	Private		06/16/2017

1 item

Phone Number	Device	Usage	Visibility	Shared With
+1 (443) 555-1212	Secondary	Home (Primary)	Private	Emme Muniz

1 item


Email Address	Usage	Visibility
 jennifer.lopez@gmail.com	Home (Primary)	Private

- On the My Contact Information page, click the **Edit**  button.

Change Contact Information - Workday

Home Contact Information

Primary Address


Address
123 State of MD Way, Baltimore, MD 21202 

Usage
Mailing

Visibility
Private


Additional Address

Primary Phone

Phone
+1 (443) 555-1212 (Secondary) 

Additional Phone


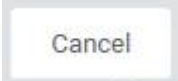
4. Identify the row which requires the update of information and perform one or more of the actions below:

Task	Procedure
To edit contact information...	Click the Edit  icon in the applicable row and make the changes.
To add contact information...	Click the Add  button in the applicable row and make the changes.

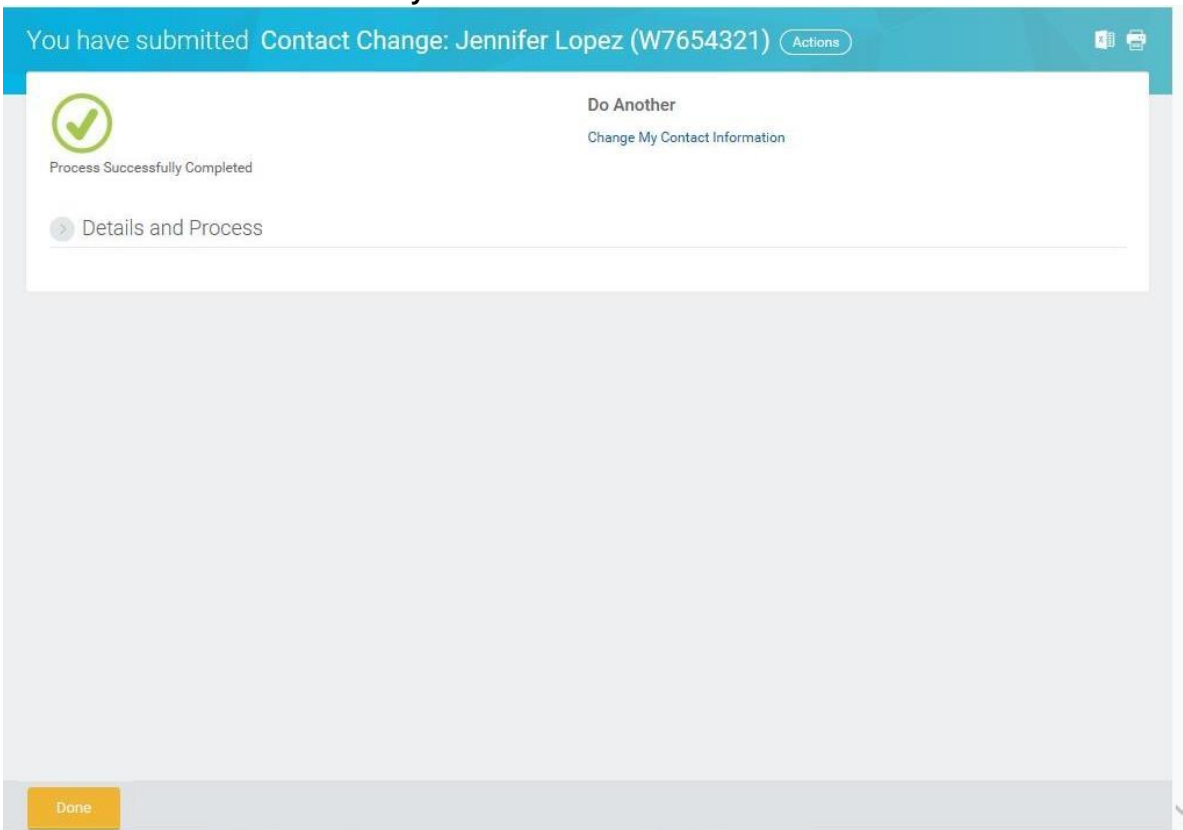
5. Click the **Submit**  button.



Tip: If you do not want to submit the request at this point, you can also click one of the following buttons:

- Click the **Save for Later**  button to save your changes but not submit.
- Click the **Cancel**  button to cancel the process and start at another time.

You have submitted - Workday



6. Click the **Done**  button.

7. The System Task is complete.