Updating Work Contact Email in the HUB

Workday integrates basic employee information to the HUB (the SPMS learning management system) from Workday. If your Work Contact email is incorrect or not in Workday, then it will also be incorrect or missing in the HUB. You will not receive HUB related notifications, such as password reset. Below are instructions on how to update your work contact information.

Log into Workday – If you need assistance with this, then please contact your local HR office.

1. Click on the Cloud icon.
2. Click View Profile hyperlink.
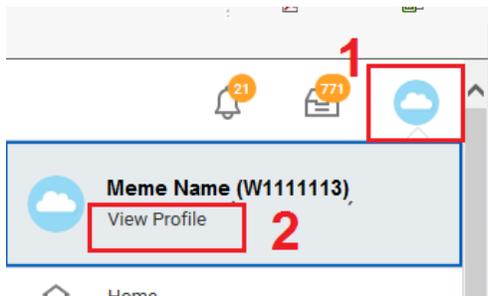
3. Click Contact
4. Make sure you are on the Contact tab.
5. Click the Edit button. This will take you to the *Change Contact Information* screen.
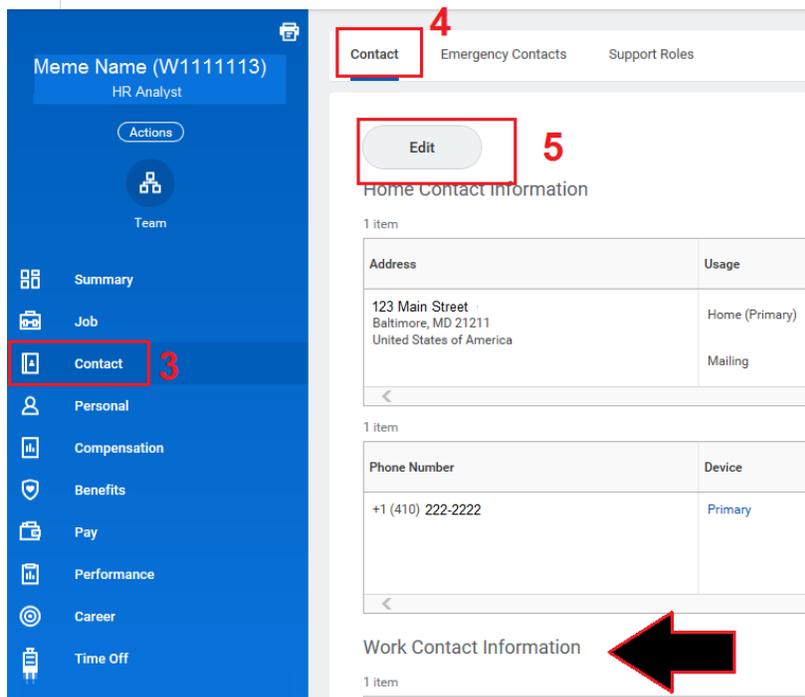
Updating Work Contact Email in the HUB

Scroll down until you see Work Contact Information section. Then either do A or B listed below.

A. If there is no work email address, then click the Add [Add] button below the *Primary Email* area of the Work Contact Information section, and type your work email address in the Address field; then click the save button.	B. If your work email is listed in the Work Contact Information section, but it needs to be updated, then click the Edit icon in the *Primary Email* area. Type your current work email address; then click the save button.
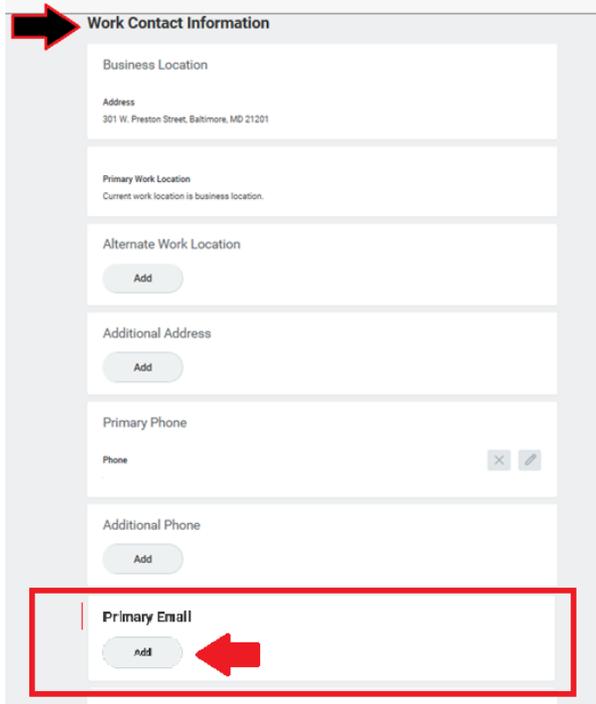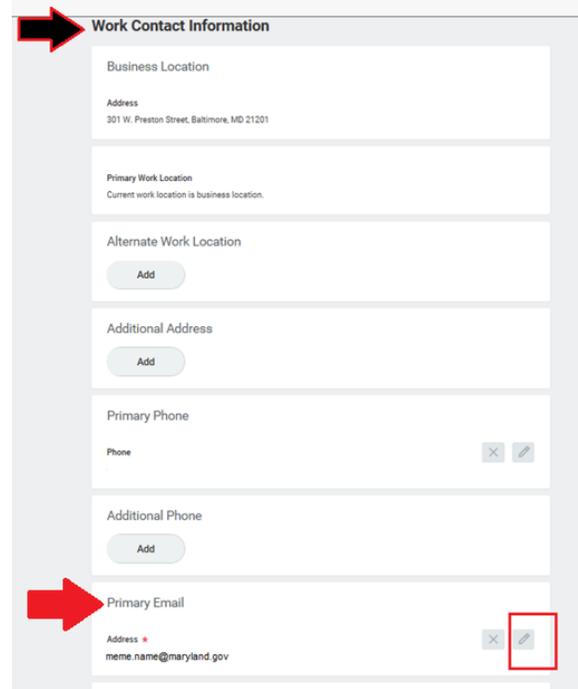
6. Click the Submit button.

Submit
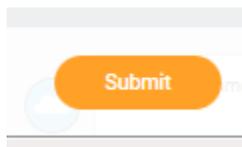
NOTE: Please allow at least 24 hours for the updated email address to appear in the HUB.

End of Instructional Guide