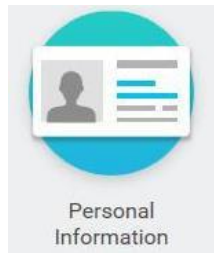# Update Your Contact Information
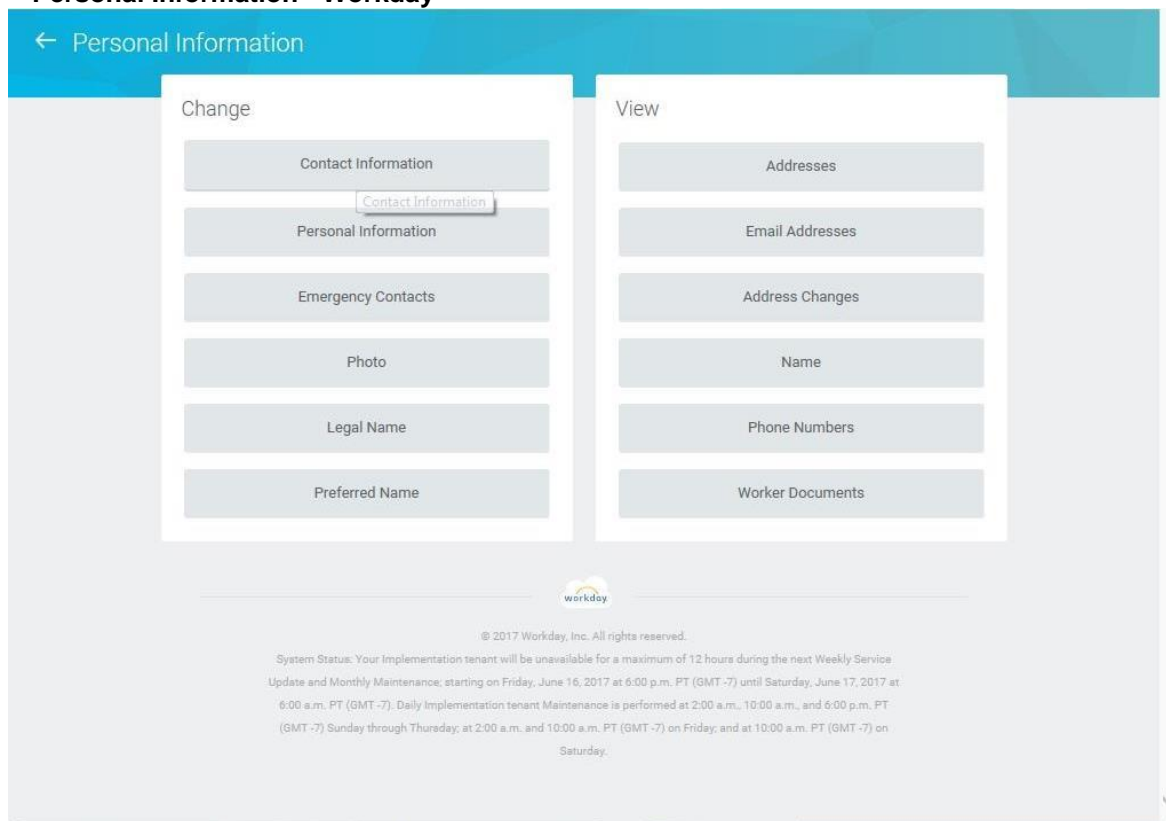
Use this procedure to update your contact information, including home and work contact information.

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
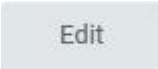
3. On the My Contact Information page, click the **Edit** [Edit] button.

Change Contact Information - Workday

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

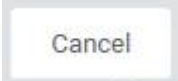| Task	Procedure
To edit contact information…	Click the **Edit** [icon] icon in the applicable row and make the changes.
To add contact information…	Click the **Add** [Add button] button in the applicable row and make the changes.

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

You have submitted - Workday
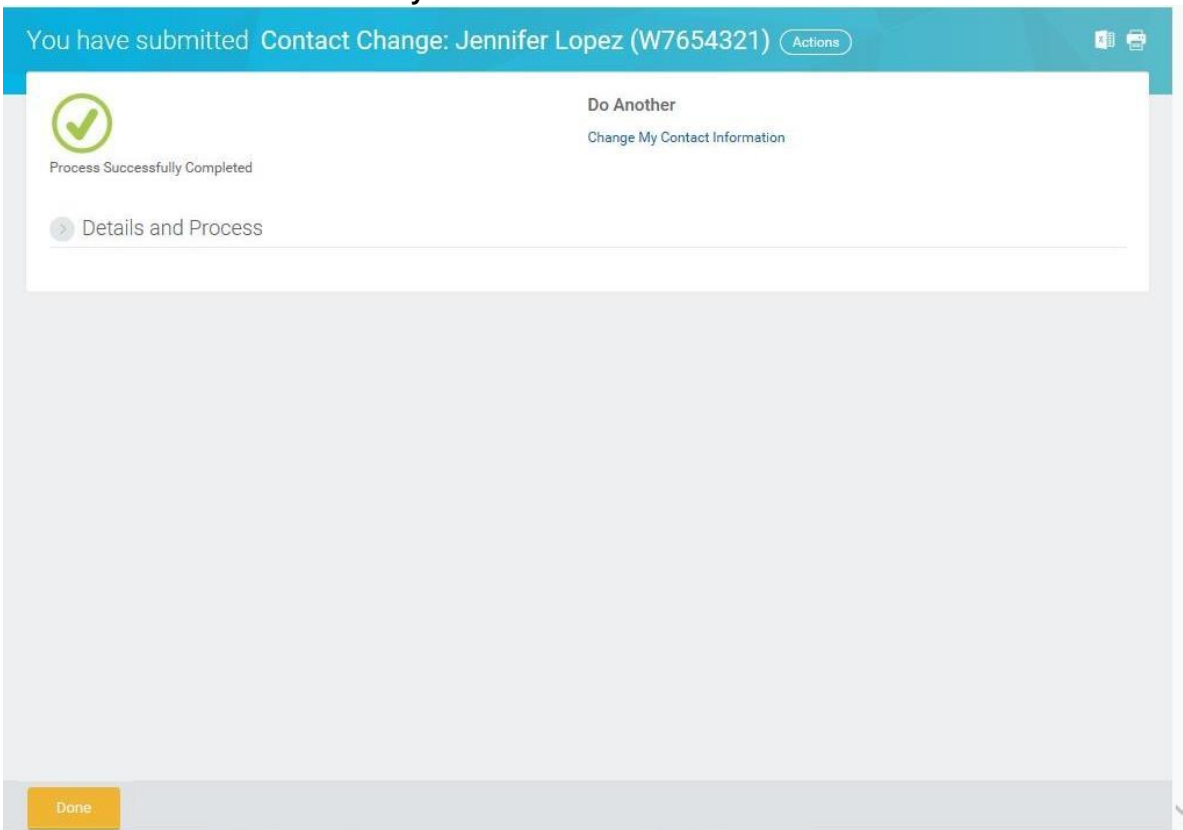
6. Click the **Done** [Done] button.

7. The System Task is complete.