





## Changing Contact Information


To return to the *Workday Homepage*, click on the **Workday** icon at the top left of the screen.

### Accessing Contact Information:

Click on the *Personal Information Application* on the *Workday Homepage*:

1. Click **Contact Information** under *Change*
2. Click **Edit** 
3. Click on the **Paper and Pencil**  button to update your home address or other contact information
4. Click on the **Add**  button to add information to the appropriate field
5. Click on the **Remove**  button to remove information from a field

There are several fields on this page. Navigate through the appropriate fields to change your home address and other contact information. *Country* is a required field.



When all additions and changes are complete, click **Submit**  at the bottom of the page.

### Notes:

- Contact information, particularly addresses and street names CANNOT include any special characters (*i.e.* ‘, ^, etc.)
- Home Address *Visibility* is always set to *Private*

### Quick Tips:

Other ways to access *Change Contact Information*:

- Use the *Search Box* to search for: *Change My Contact Information*
- You can also access *Change Your Address* by:
  1. Click on **Your Name** in the top right hand corner of the *Workday Homepage*
  2. Click on the **View Profile** hyperlink under your name
  3. Click on the **Related Actions**  button next to your name
  4. Hover your mouse over the **Personal Data** hyperlink
  5. Click on **Change Contact Information**
  6. Click on the **Paper and Pencil**  button to update your contact information