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Manage Contact Information

How to manage your contact information in Workday

Purpose Of Manage Contact Information

This task is used by an Employee to maintain home contact information and to view work contact information such as addresses, phone numbers, or email addresses.

Manage Contact Information

1. Log into Workday using your credentials. Upon logging in, you will land on your **Homepage**.
2. From your homepage, click the **Personal Information** worklet.
3. Under the Change section, click the **Contact Information** button.
4. Click on the **Edit** button in the top left hand corner.
5. Add or Edit details in the Home Contact Information section. Fields include:
 - Primary Address
 - Additional Address
 - Primary Phone
 - Additional Phone
 - Primary Email
 - Additional Email
6. Once complete with updates, click on the **Submit** button located at the bottom of the screen.
7. When you view My Contact Information a Shared With field displays under Home Contact Information. After the first time you update your Benefits information in Workday, persons who share the same home address as you will be listed.
8. A confirmation displays.
9. Click **Done**.



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