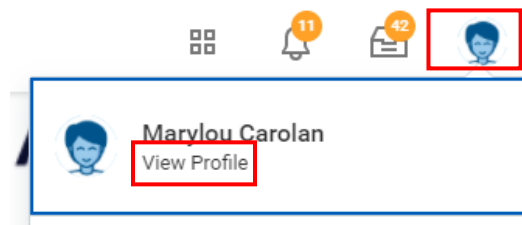


<b>HOW DO I ...</b> Update My Contact Information?	<b>ABOUT THIS TASK:</b> Describes how to change a user's address, email, and phone contact details for home and work.
<b>AUDIENCE:</b> All Employees.	<b>DETAILED JOB AID:</b> <a href="#">Change Contact Information (Edit Employee Contact)</a>

**Note:** All values in screenshots are examples only and may not refer to actual data in Workday.

1. On Workday's home page, *click* your profile picture in the top right-hand corner.

**TIP:** If a custom profile picture has not been set, the profile picture defaults to a cloud icon.



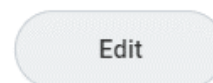
2. From the dialog box, *click* **View Profile**.

3. On the left sidebar *click* **Contact**.




**TIP:** If you don't see contact, click **More** to expand the list.



4. Under the **Contact** sub-tab, *click* **Edit**. The **Change Contact Information** page displays.

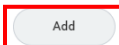



5. In the relevant sections:

- *Click* **Add** to add information.
- *Click*  to edit information.
- *Click*  to delete information.
- *Click*  to return to the previous screen.



**Additional Phone**



6. In the sub-prompt, *fill* out the form fields that are marked with a red asterisk (\*). When all necessary changes have been made, *click*  in the top right corner of the sub-prompt to save your work. The **Change Contact Information** page displays.

**Country \***



**Address Line 1 \***



7. *Click* **Submit**.

**TIP:** If the submit request does not register, please review the error message at the top of the viewport by *clicking* **view all**. Make all necessary changes.



8. *Click* **Done**. This process is now complete!

