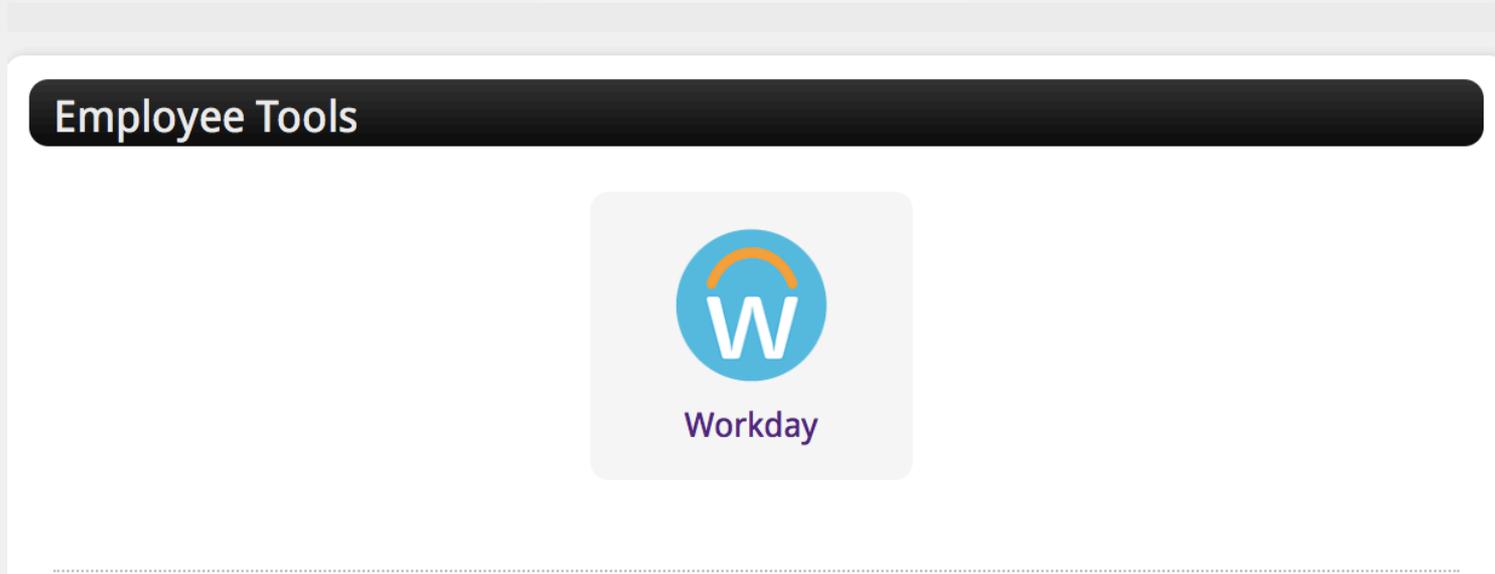


Updating Your Personal Contact Information in Workday

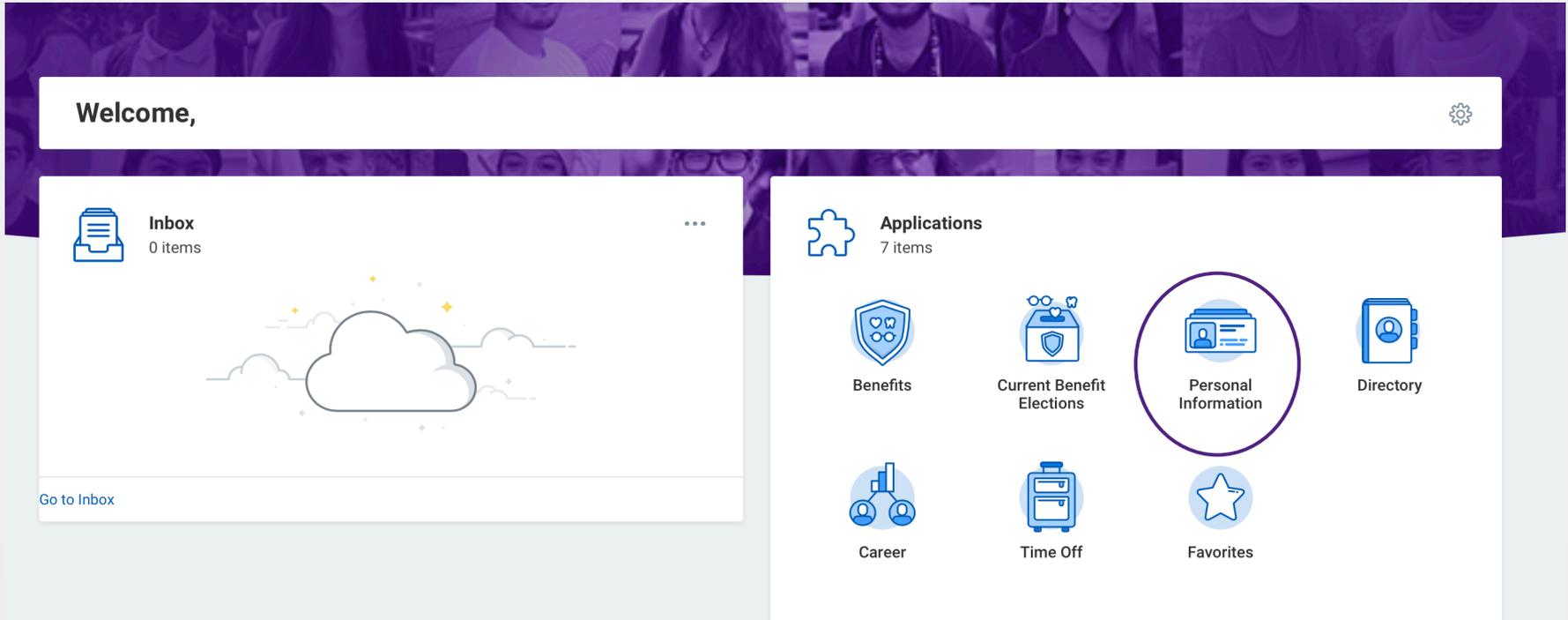
Updating Your Personal Contact Information in Workday

1. Access Workday from the Employee Tools page on MyMC.



Updating Your Personal Contact Information in Workday

- From your Workday home page, click the “Personal Information” application.



Updating Your Personal Contact Information in Workday

3. Select “Contact Information” from the “Change” column.

The screenshot displays two columns of buttons for updating personal contact information. The 'Change' column on the left contains seven buttons: 'Contact Information' (circled in purple), 'Personal Information', 'Emergency Contacts', 'Photo', 'Legal Name', and 'Preferred Name'. The 'View' column on the right contains five buttons: 'About Me', 'Addresses', 'Email Addresses', 'Address Changes', and 'Name', followed by a blue link labeled 'More (2)'.

Updating Your Personal Contact Information in Workday

4. Click “Edit” to update your emergency contact information (address, phone number, etc.).

My Contact Information

Actions

Edit

Home Contact Information

Addresses 1 item

Address	Usage

Updating Your Personal Contact Information in Workday

5. Start to enter the information for each category. Once information is entered, click submit.

Home Contact Information

Primary Address

Address

[Redacted]

Usage
(empty)

Visibility
Private



Additional Address

Add

Primary Phone

Phone

[Redacted]



Drop files here

or

Select files

Submit

Save for Later

Cancel