Updating Your Personal Contact Information in Workday

Updating Your Personal Contact Information in Workday

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

MONTGOMERY COLLEGE
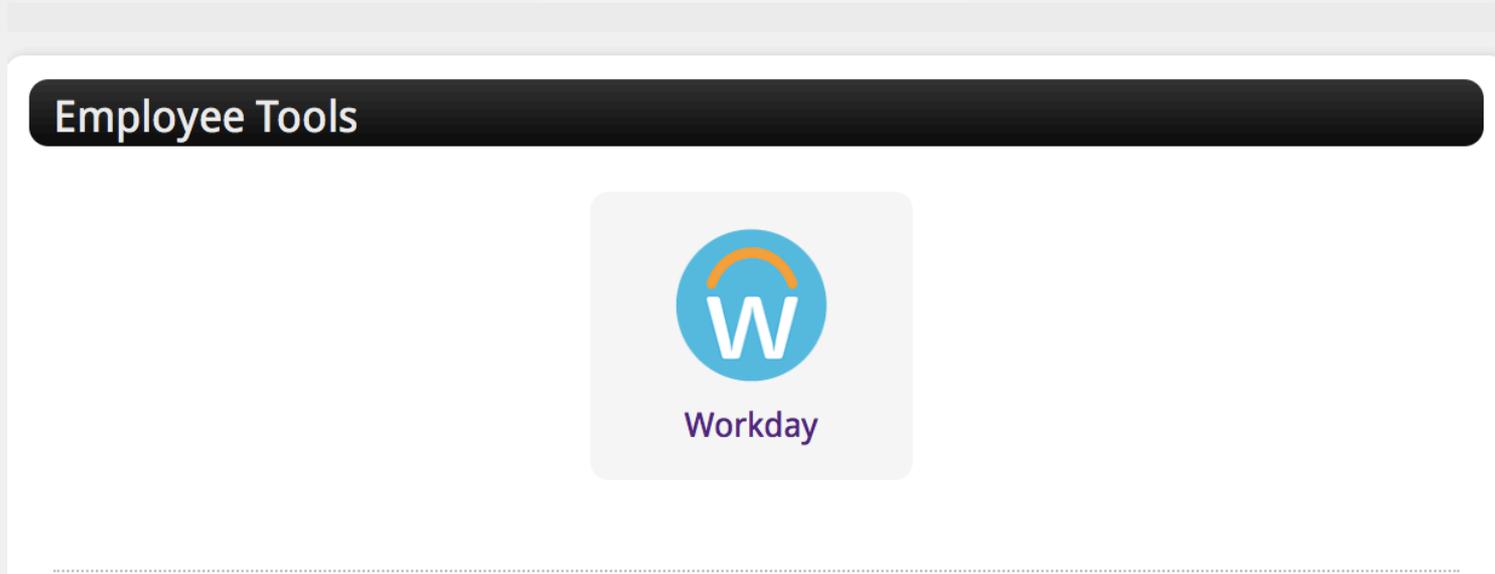
Updating Your Personal Contact Information in Workday

2. From your Workday home page, click the "Personal Information" application.
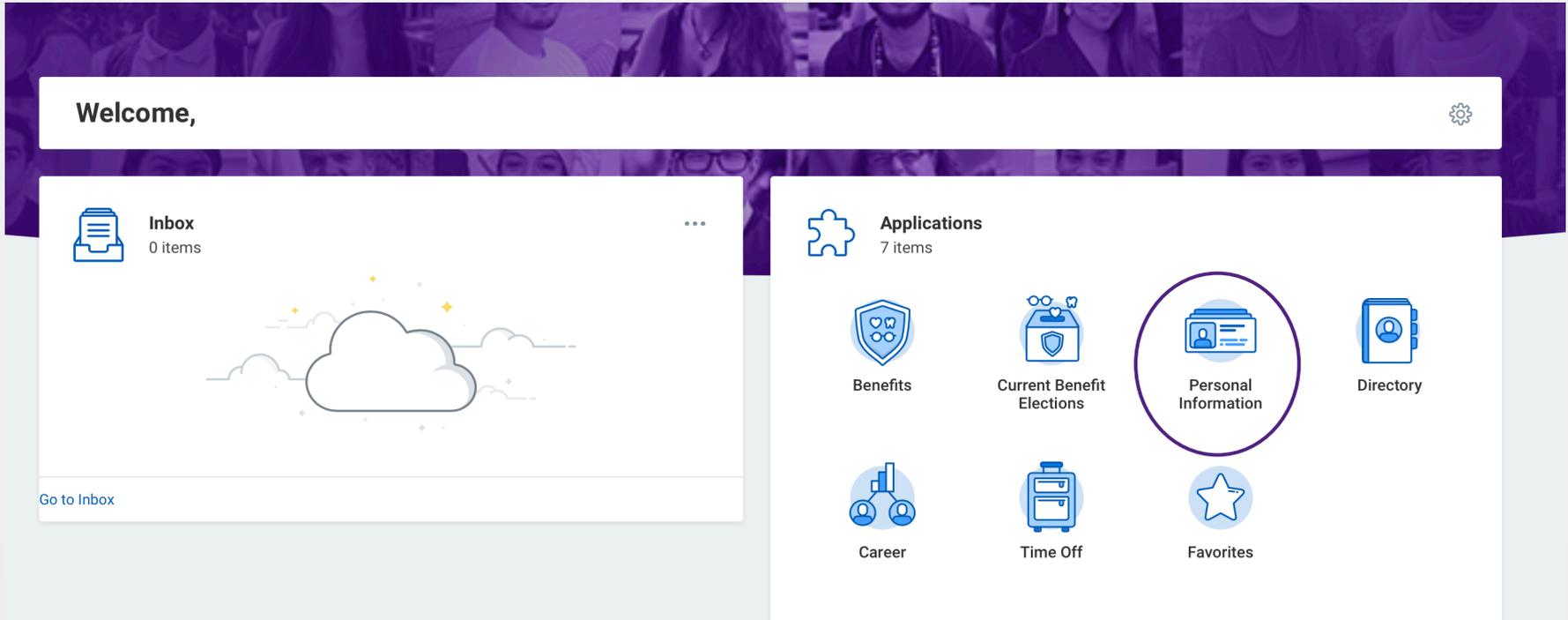
Updating Your Personal Contact Information in Workday

3. Select "Contact Information" from the "Change" column.

Change

Contact Information

Personal Information

Emergency Contacts

Photo

Legal Name

Preferred Name

View

About Me

Addresses

Email Addresses

Address Changes

Name

More (2)

MONTGOMERY COLLEGE

Updating Your Personal Contact Information in Workday

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

MONTGOMERY COLLEGE

Updating Your Personal Contact Information in Workday

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