**HOW DO I ... Update My Contact Information?**

**AUIDENCE:** All Employees.

**ABOUT THIS TASK:** Describes how to change a user’s address, email, and phone contact details for home and work.

**DETAILED JOB AID:** Change Contact Information (Edit Employee Contact)

**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.

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.

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!