
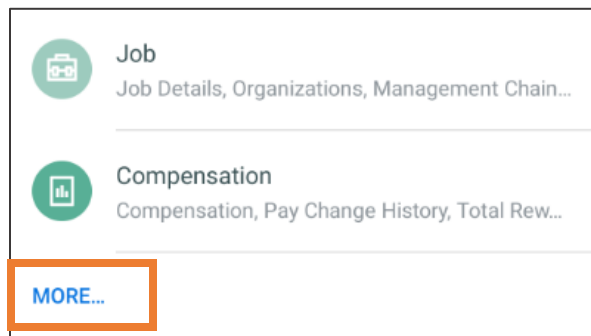


Use this job aid to change your contact and emergency contact information in the Workday mobile app.



Change Contact Information – Android


1. Click the menu in the upper left. 
2. Click your name to go to your profile.
3. Scroll to the section with **Job** and **Compensation** and click **MORE**.








4. Click **Contact > Contact**.
5. Click **Edit** and select **Change My Home Contact Information**.




NOTE: Click the pencil icon  to edit each section and the check mark icon  when complete. A red asterisk * indicates the field is required. If a section has no pencil icon, it cannot be edited.

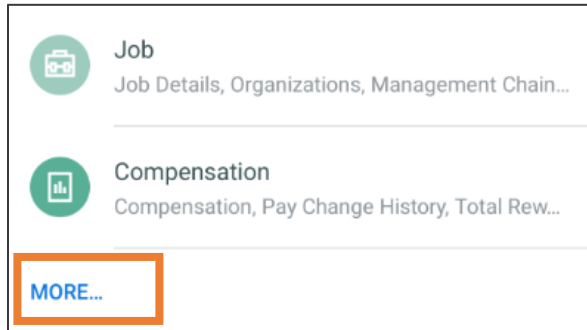
6. In the **Address** section, click the pencil icon to edit the address listed or add a new address.
 - Enter the **Effective Date** of your address change.
 - Enter or edit your street address in the **Address Line 1** field.
 - Enter your **City, State, and Zip Code** in the appropriate fields.
7. Click the blue check mark  when you are finished editing.

8. Once you have added the addresses you want, click the  icon.
9. In the **Phone** section, click the pencil icon to edit the phone number listed or add a new phone number.
 - In the **Phone Type** section, select an option from the menu.
 - **Country Phone Code** defaults to United States of America. Use the menu to select a different country, if applicable.
 - In the **Visibility** section, select Private or Public. If you select private, only you can see your phone number in Workday. Public allows other Team Members to view.
10. Click the blue check mark  when you are finished editing.
11. Once you've added the phone numbers you want, click the  icon.
12. In the **Email** section, click the pencil icon to edit the email listed or add a new email address.
 - In the **Email Address** field, enter the email address.
 - In the **Visibility** section, Select Private or Public. If you select private, only you can see your phone number in Workday. Public allows other Team Members to view.
13. Click the blue check mark  when you are finished editing.
14. Once you have added the email addresses you want, click the  icon.
15. Once all Contact Information changes have been made, click **Submit**.



Change Emergency Contact Information

1. Click the menu in the upper left screen. 
2. Click your name to go to your profile.
3. Scroll to the section with **Job** and **Compensation** and click **MORE**.



4. Click **Contact > Emergency Contacts**.
5. Click **Edit**. Click the pencil icon to edit each section.
 - In the **Legal Name** section, the **Country** field defaults to the United States of America. Use the menu to select a different country, if applicable.
 - Enter the **First and Last Name** of the emergency contact.
6. Click the blue check mark when you are finished editing.
7. In the **Relationship** field, select a relationship from the menu.
8. Click the blue check mark when you are finished editing.
9. Complete the optional fields if desired:
 - **Preferred Language**
 - **Primary Address**
 - **Phone**
 - **Additional Phone**
 - **Primary Email**
 - **Additional Email**
 - **Primary Instant Messenger**

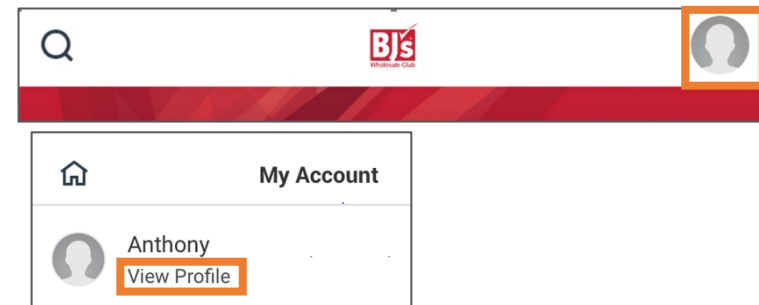
- **Primary Web Address.**

10. Once all edits have been made, click **Submit**.

Change Contact Information – iOS


From the Workday mobile home screen:

1. Select the profile icon in the top right corner.
2. Click View **Profile**.



3. Scroll to the section with **Job** and **Compensation** and click **More**.
4. Select **Contact**.
5. Click **Edit > select Change My Home Contact Information**.



NOTE: Click the pencil icon  to edit each section and the check mark icon when complete. A red asterisk * indicates the field is required. If a section has no pencil icon, it cannot be edited.

Change Contact Information – iOS (continued)

6. In the **Address** section, click the pencil icon to edit the address or **Add New** to enter a new address.
 - Enter the **Effective Date** of your address change.
 - Enter or edit your street address in the **Address Line 1** field.
 - Enter your **City, State, and Zip Code** in the **appropriate fields**.
7. When you are finished editing, click **Done** in the top right corner.
8. Click **Close** when you are finished adding and editing addresses.
9. In the **Phone** section, click the pencil icon to edit phone numbers or click **Add New** to add phone numbers.
 - In the **Phone Type** section, select an option from the menu.
 - **Country Phone Code** defaults to United States of America. Use the menu to select a different country, if applicable.
 - In the **Visibility** section, select Private or Public. If you select private, only you can see your phone number in Workday. Public allows other Team Members to view.
10. When you are finished editing, click **Done** in the top right corner.
11. Click **Close** when you are finished adding and editing phone numbers.
 - In the **Email** section, click the pencil icon to edit email addresses or **Add New** to add new email addresses. In the **Email Address** field, enter the email address.
 - In the **Visibility** section, Select Private or Public. If you select private, only you can see your phone number in Workday. Public allows other Team Members to view.
12. When you are finished editing, click **Done** in the top right corner.
13. Click **Close** when you are finished adding and editing email addresses.