Workday How to Guide – Changing Your Emergency Contact

Changing Your Emergency Contact

To return to the *Workday Homepage*, click on the **Workday** icon at the top left of the screen

Accessing Emergency Contacts:

Click on the *Personal Information Application*:
1. Click **Emergency Contacts** under *Change*
2. Click **Edit** `Edit` *(if you do not yet have Emergency Contacts listed in Workday, click **Add*** `Add` *)*
3. Click on the Add `Add` button to add information to the appropriate field
4. Click on the Paper and Pencil `✎` button to update the appropriate field
5. Click on the Remove `✕` button to remove information from a field

There are several fields on this page. Navigate through the appropriate fields to add/edit your emergency contacts.

When all additions and changes are complete, click **Submit** `Submit` at the bottom of the page.

Notes:

- Contact information, particularly addresses and street names CANNOT include any special characters *(i.e. ´, ^, etc.)*

Quick Tips:

Other ways to access *Change Contact Information*:

- Use the *Search Box* to search for: *Emergency Contacts*
- You can also access *Change Emergency Contacts* by:
    1. Click on **Your Name** in the top right hand corner of the *Workday Homepage*
    2. Click on the **View Profile** hyperlink under your name
    3. Click on the **Related Actions** `•••` button next to your name
    4. Hover your mouse over the **Personal Data** hyperlink
    5. Click on **Change Emergency Contacts**

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