

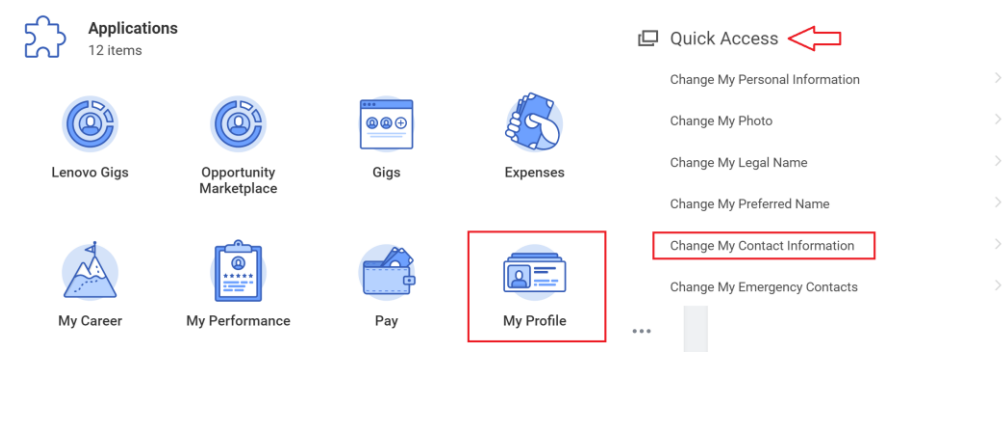
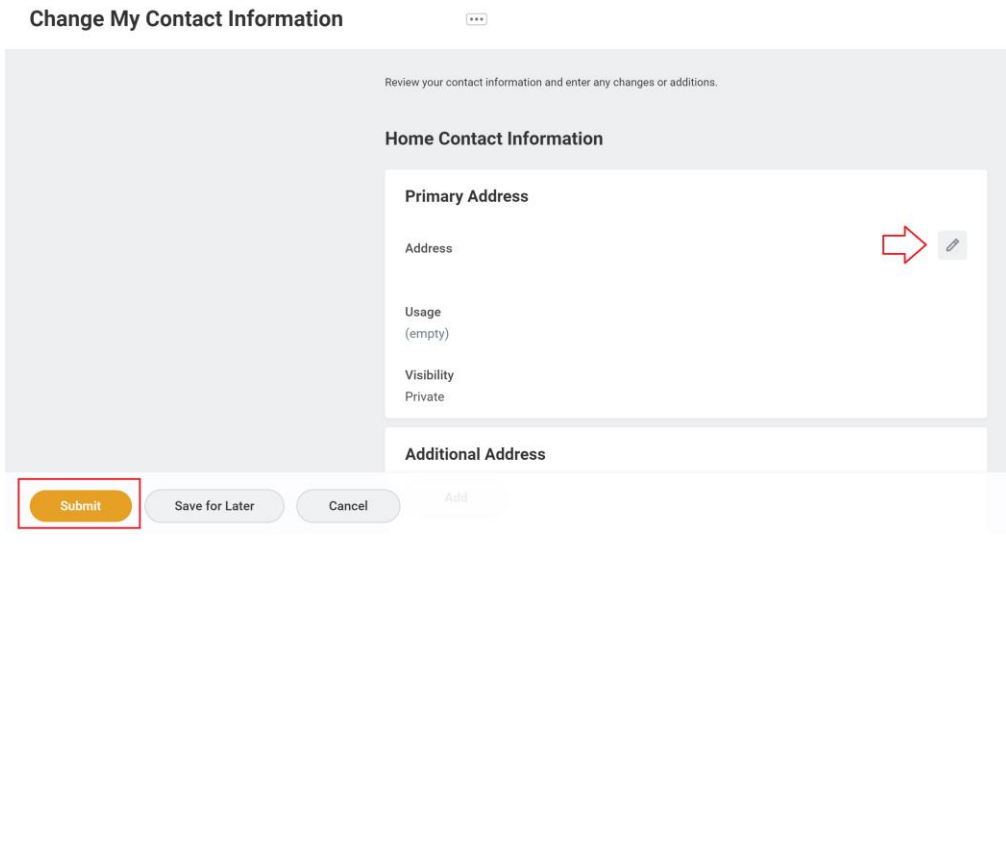
# Change Contact Information

## Workday Quick Reference Guide

This quick reference guide provides step-by-step information for employees to change their contact information, including their addresses and phone numbers, in Workday

If you have questions about the information in this quick reference guide, search within the **HR Knowledge Base** or contact the **HR Service Center**.

**Fast Path:** Welcome > My Profile > Quick Access > Change my contact information > Submit

Step	Workday Image
<p><b>Step 1: Access Contact Information</b></p> <ul style="list-style-type: none"><li>On Welcome landing, under applications click on <b>My Profile</b></li><li>Under Quick Access, click on <b>Change my contact information</b></li></ul>	
<p><b>Step 2: Open Change Contact Information Form</b></p> <ul style="list-style-type: none"><li>Use the <b>pencil</b> icon to edit any fields you wish to change</li><li>Click the <b>check mark</b> when done editing a field to continue to the next section</li><li>Click <b>Submit</b> when you have completed all changes</li><li><b>Note:</b> Any field with a red asterisk is required</li></ul>	

**Step 3: Confirmation message**



**You have submitted**

[View Details](#)