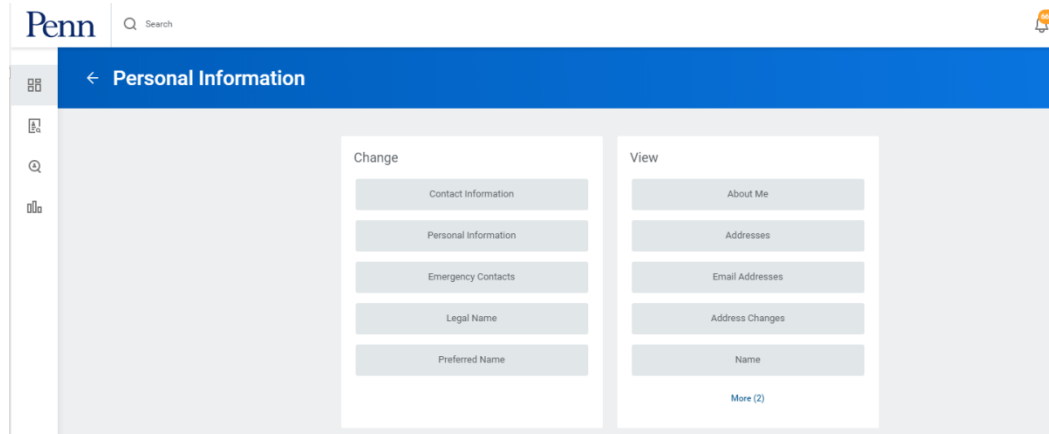


Updating your Contact & Personal Information

- From Workday homepage Select Personal information → Contact information



- **REQUIRED:** All Contact Information
 - Email address
 - Local address
 - Phone number
 - Emergency contact
 - Verify all personal Information is accurate

