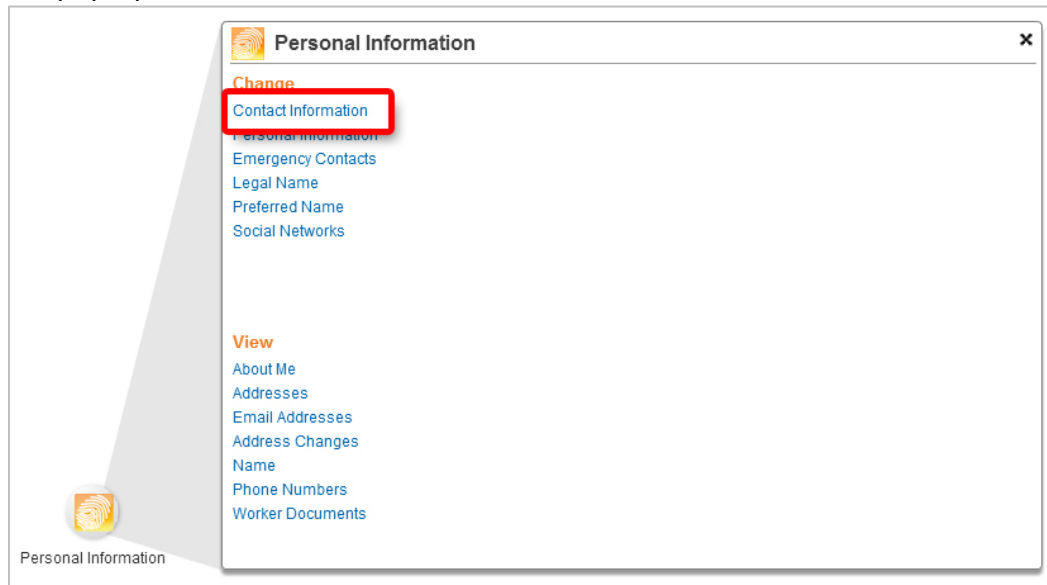


STAFF AND FACULTY: HOME ADDRESS CHANGE

Follow the steps below to update your home address in Workday.

1. Open the **Personal Information** worklet and click the **Contact Information** link in the **Change** section of the pop-up window:



2. Click the **Edit** button to continue:

The screenshot shows the 'My Contact Information' page in Workday. At the top, there is a header with the Workday logo and the text 'Implementation - lewisandclark2'. Below the header, the page title is 'My Contact Information: Jane Smith' with a dropdown arrow and the text 'Actions'. Below this, there is a red box around the 'Edit' button. Below the 'Edit' button, the section is titled 'Home Contact Information'. Below this title, there is a table with two columns: 'Address' and 'Usage'.

Address	Usage
1234 Easy Street Portland, OR 97210 United States of America	Home (Primary)

3. Click the **Edit** icon in the **Primary Address** row to make changes:

Home Contact Information	
Primary Address	 1234 Easy Street, Portland, OR 97210 <i>Usage</i> Private
Additional Address	
Primary Phone	
Additional Phone	
Primary Email	
Additional Email	

4. Make changes as needed in the address fields, then click the **Done** button to continue:

Home Contact Information	
Primary Address	 Address 122 Forest Lane, Portland, OR 97211
Additional Address	 Effective Date 12/17/2013 
Primary Phone	 Country * × United States of America 
Additional Phone	
Primary Email	 Address Line 1 * 122 Forest Lane
Additional Email	 Address Line 2
Primary Instant Messenger	 City * Portland
Additional Instant Messenger	 State * Oregon 
Primary Web Address	 Postal Code * 97211
Additional Web Address	 County
Work Contact Information 	

5. Click **Submit** to save your entries:

Home Contact Information

Primary Address	122 Forest Lane, Portland, OR ... Usage Private + Details undo
Additional Address	+
Primary Phone	+
Additional Phone	+
Primary Email	+
Additional Email	+
Primary Instant Messenger	+
Additional Instant Messenger	+
Primary Web Address	+
Additional Web Address	+

Work Contact Information

Business Location	0615 SW Palatine Hill Road, Portland, OR 97219
-------------------	--

enter your comment

Submit

Save for Later

Close

6. Click **Close** on the confirmation screen:

You have submitted:

Contact Change: Jane Smith Actions

Process Successfully Completed

Do Another
[Change My Contact Information](#)

Details and Process

Close

7. Click the **All About Me** link at the top of the screen to return to your Workday landing page:

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 Implementation - lewisandclark2

All About Me

 Common Search

My Contact Information:
Jane Smith Actions

Edit

Home Contact Information

Address	Usage	Visibility	Shared With	Effective Date
122 Forest Lane Portland, OR 97211 United States of America	Home (Primary)	Private		12/17/2013