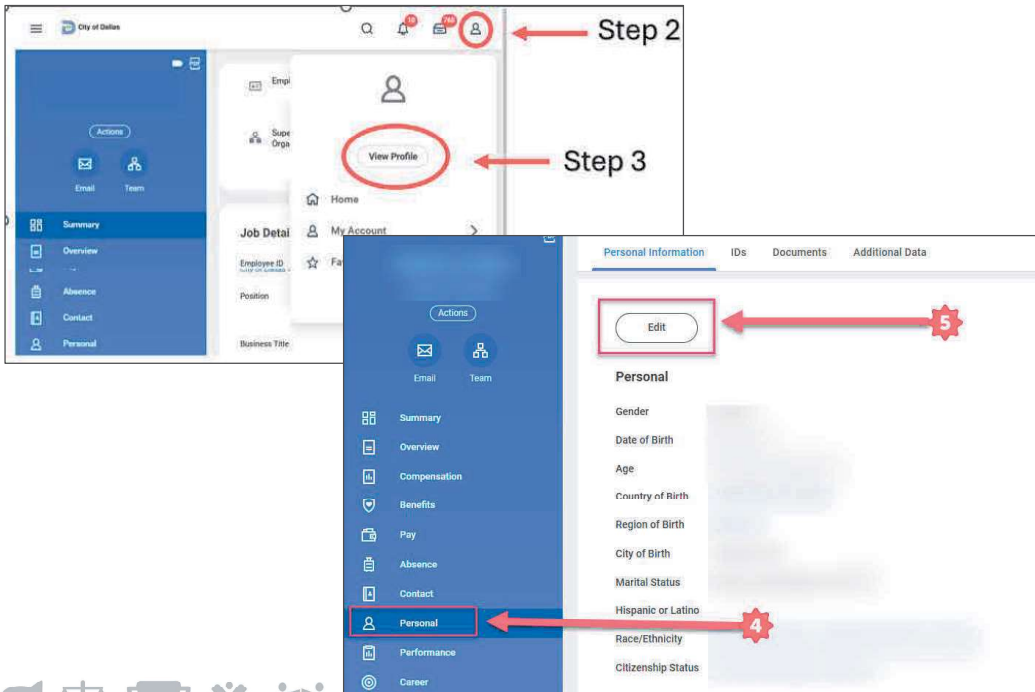# View and Update Address and Contact Information

Job Aid

View and Update Address/Contact Info

1. Log in to Workday using your Workday credentials.
2. Select Profile
3. Select View Profile

The first 3 steps are the same but notice we added 2 more steps highlighted in red.

4. Select Personal
5. Edit to make changes

Follow the steps on the next page to continue.

View and Update Address/Contact Info

Edit Information:

- Use the pencil icon next to the fields you want to update (e.g., home address, phone number, email).

- Enter the new information.

- Click the check mark to save your changes.

Submit Changes: After making all necessary updates, click "Submit" to finalize the changes.