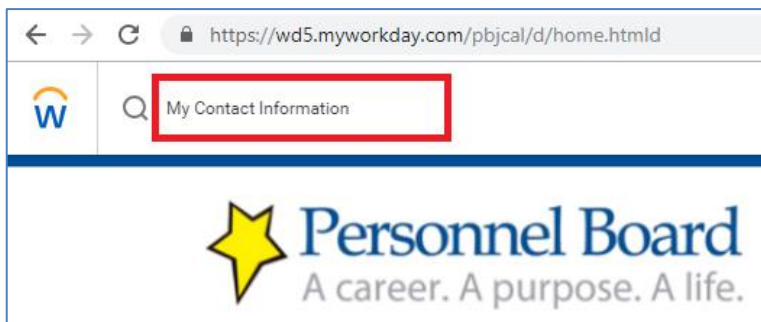





Updating Your Contact Information in Workday (Internal Employees Only)

Having accurate and up-to-date contact information is essential to ensure that you receive important information from the Personnel Board and that you are able to be contacted about potential job opportunities to which you apply. Follow the steps below to review your contact information and make any necessary changes.

1. Log in to Workday – [Click here to log in](#)
 - HELPFUL HINT: You may want to create a bookmark within your browser to have the Workday login easily available in the future.
 - Username is your **Merit System Employee Number**. If you do not know your Merit System Employee Number, you can look it up here – [Merit System Employee Number Lookup](#).
 - **If this is your first time logging into Workday**, then you will use the following temporary password - Workday! immediately followed (i.e., no spaces) by the last 4 digits of your social security number (e.g., Workday!4567). If you have previously logged in, then you will use the password you set up. Remember, your workday password will have at least one upper case letter, one lower case letter, one number, and one special character (e.g., !, @, #, etc.).
2. Once logged in, type “My Contact Information” in the search box to in the top-left corner of the screen and hit enter:



3. You should then have an item under your search results titled “My Contact Information.” Click this to review your contact information.
 - You should notice two sections to your contact information: Home Contact Information and Work Contact Information. Please review both sections.
4. To edit any of your contact information click the “Edit” button at the top-left. You must then scroll section by section and click the pencil icon  on any sections that you wish to update. After making the update within that section click the checkmark icon  to execute the change and then move on to the next section. After updating all necessary sections, click “Submit” at the bottom of the page and then click “Done.”
 - You cannot edit “Business Location” within the Work Contact Information section.
5. You can then review the contact summary page to ensure your changes took effect. If everything looks good, then you can click the  in the top-left corner to go back to the home page.