

WORKDAY QUICK REFERENCE UPDATE CONTACT INFORMATION

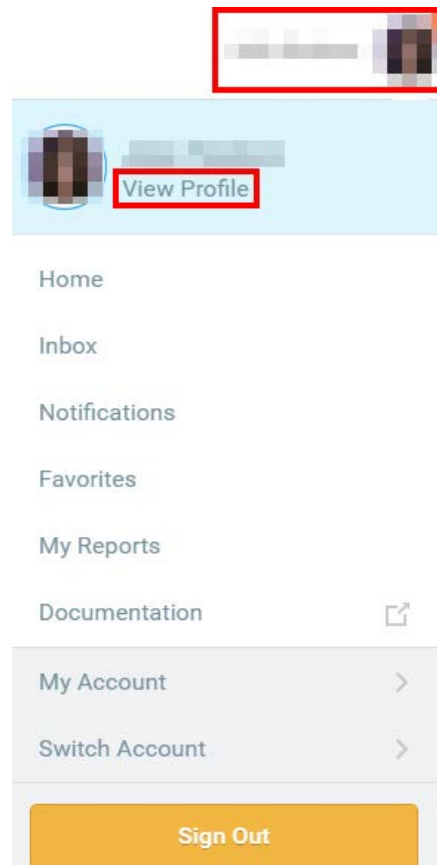
(1) Log in to Workday.



Please enter your FLPoly NetID and password.

Sign in

(2) Select your photo in the top right hand corner of the homepage.

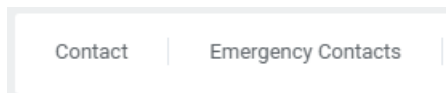


(3) Select **View Profile**.

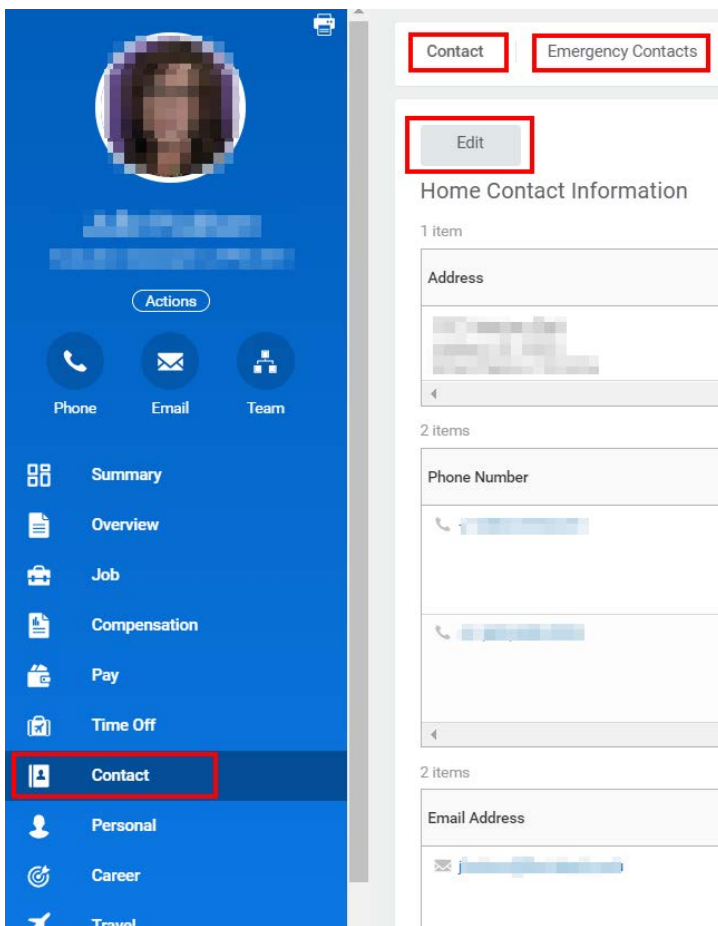
(4) In the blue navigation menu, select **Contact**.



(5) At the top of the screen, select the **Contact** tab to update personal contact information or the **Emergency Contacts** tab to update emergency contact information.



(6) Select **Edit**.



(7) After selecting **Edit** and depending on which tab was selected, **Contact** or **Emergency Contacts**, Workday will prepopulate fields for editing.

(8) Select the pencil icon located within each section to display the edit mode.



(9) In edit mode, a left arrow and checkmark will display. Selecting the left arrow will undo edits and the checkmark will save edits for that section.



(10) Once edits are complete for a section, select the checkmark to approve.



(11) When all edits have been made for all sections, select the **Submit** button, located at the bottom left-hand corner of the screen, to save all edits, for all sections.

