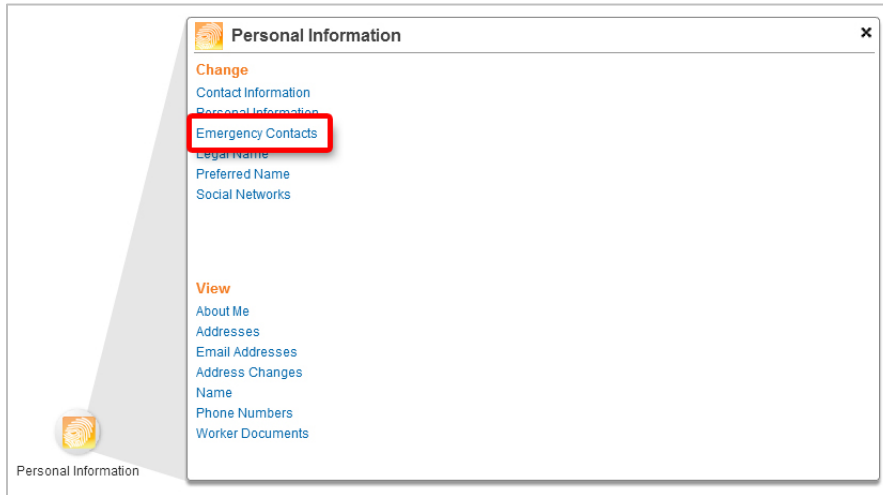


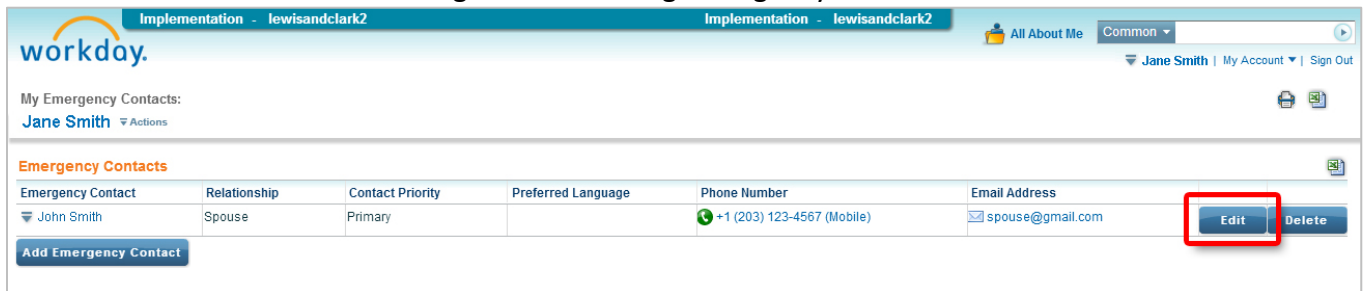
STAFF AND FACULTY: EMERGENCY CONTACT CHANGE

Follow the steps below to change your emergency contact in Workday.

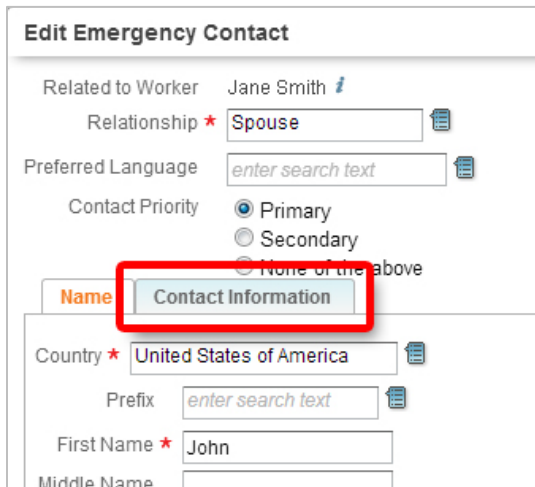
1. Open the **Personal Information** worklet and click the **Emergency Contacts** link in the **Change** section of the pop-up window:



2. Click the **Edit** button to make changes to an existing emergency contact:



3. Click the **Contact Information** tab to access phone and address fields:



4. Make changes to contact details as needed, then click the **OK** button to continue:

Name None of the above

Contact Information

Phone

Country Phone Code

Area Code

Phone Number *

Phone Extension

Phone Device *

Type *

Primary Work

Primary Home

Use For

Visibility Public

Comments

Address

Effective Date *

Country *

Address Line 1 *

Address Line 2

City *

State *

Postal Code *

County

Usage

Type *

Primary Work

Primary Home

Use For

Visibility

Comments

Email

Email Address *

Type *

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

Edit Emergency Contact

You have successfully completed this task.

Beneficiary ID BENEFICIARY_PERSON-6-94
 Related to Worker [Jane Smith](#)
 Relationship * Spouse
 Beneficiary Yes
 Date of Birth
 Age
 Gender
 Full-time Student
 Student Status Start Date
 Student Status End Date
 Disabled

Legal Name | **Contact Information**

Country * United States of America
 Prefix
 First Name * John
 Middle Name
 Last Name * Smith
 Suffix
 Enter Western Script

Close

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

Implementation - lewisandclark2 | Implementation - lewisandclark2 | **All About Me** | Common | Search | [Jane Smith](#) | [My Account](#) | [Sign Out](#)

workday.

My Contact Information:
[Jane Smith](#) [Actions](#)

Emergency Contacts

Emergency Contact	Relationship	Contact Priority	Preferred Language	Phone Number	Email Address	
John Smith	Spouse	Primary		+1 (503) 222-2222 (Mobile)	spouse@gmail.com	Edit Delete

[Add Emergency Contact](#)