## 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:

	lementation - lewisa	ndclark2		Implementation - lewisandclark2	All About Me Common	•
workday.		Jane Smith   My Account V   Sign Out				
My Emergency Contact Jane Smith ₹Actions						<del>0</del> 20
Emergency Contacts						<b>Z</b>
Emergency Contact	Relationship	Contact Priority	Preferred Language	Phone Number	Email Address	
	Spouse	Primary		🕒 +1 (203) 123-4567 (Mobile)	🖂 spouse@gmail.com	Edit Delete
Add Emergency Conta	ict					

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

Edit Emergency Contact						
Related to Worker Jane Smith #						
Relationship * Spouse						
Preferred Language enter search text						
Contact Priority						
Secondary						
Name Contact Information						
Country * United States of America						
Prefix enter search text						
First Name * John						
Middle Name						

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

	V NORE OF THE ADOVE
Name Contact	Information
Phone	
Add	
8	
Country Phone Code	e × United States of America (+1)
Area Code	e 503
Phone Number	r * 222-2222
Phone Extension	
Phone Device	a★ Mobile ▼
Туре	e * enter search text
Primary Work	
Primary Home	
Use For	r enter search text
Visibility	y Public
Comments	3
Address	
Add	
8	
Effective Date * 12/	
Country * Un	ited States of America
Address Line 1 * 1	I 22 Forest Lane
Address Line 2	
City * F	
State * C	
Postal Code 🕇 g	37211
County	
Usage	
	nter search text 🗧
Primary Work	]
Primary Home 🚽	
	nter search text 🗧
	<pre>Street Address</pre>
Visibility	
Comments	
Email	
Add	
8	
Email Address * s	pouse@gmail.com
	nter search text
×	K Home

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

Edit Emergency	Edit Emergency Contact					
You have success	You have successfully completed this task.					
Benefic	Beneficiary ID BENEFICIARY_PERSON-6-94					
Related to V	Vorker 🛛 🖶 Jane Smith					
Relatio	onship * Spouse					
Bene	eficiary Yes					
Date o	of Birth					
	Age					
	Sender					
Full-time St						
Student Status Star						
Student Status End						
	sabled					
Legal Name	Contact Information					
Country * United	d States of America					
Prefix						
First Name 🔹	s John					
Middle Name						
Last Name 🔹	s Smith					
Suffix						
Enter Western Sc	ript					
	Close					

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

workday.	plementation - lewi	isandclark2		Implementation - lewisandclark2	All About Me Common 🝷 Jane	Search Smith   My Accou	.unt ▼   Sign Out
My Contact Information							0
Emergency Contacts							
Emergency Contact	Relationship	Contact Priority	Preferred Language	Phone Number	Email Address		
<b> ⇒</b> John Smith	Spouse	Primary		🕒 +1 (503) 222-2222 (Mobile)	🖂 spouse@gmail.com	Edit	Delete
Add Emergency Cont	tact						