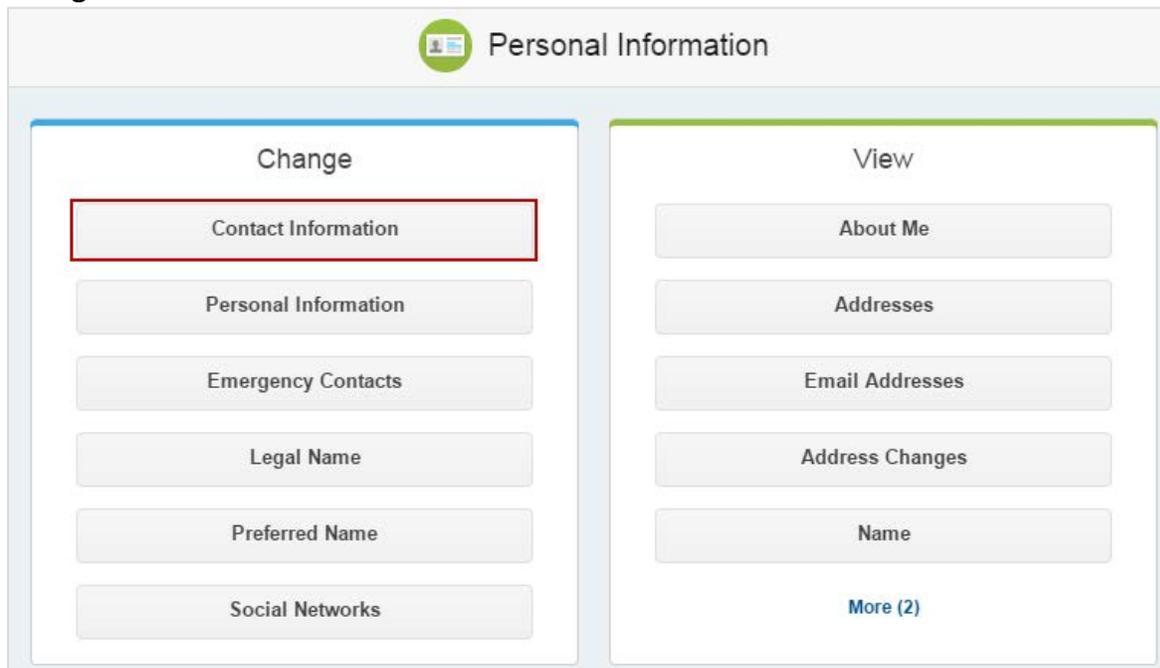


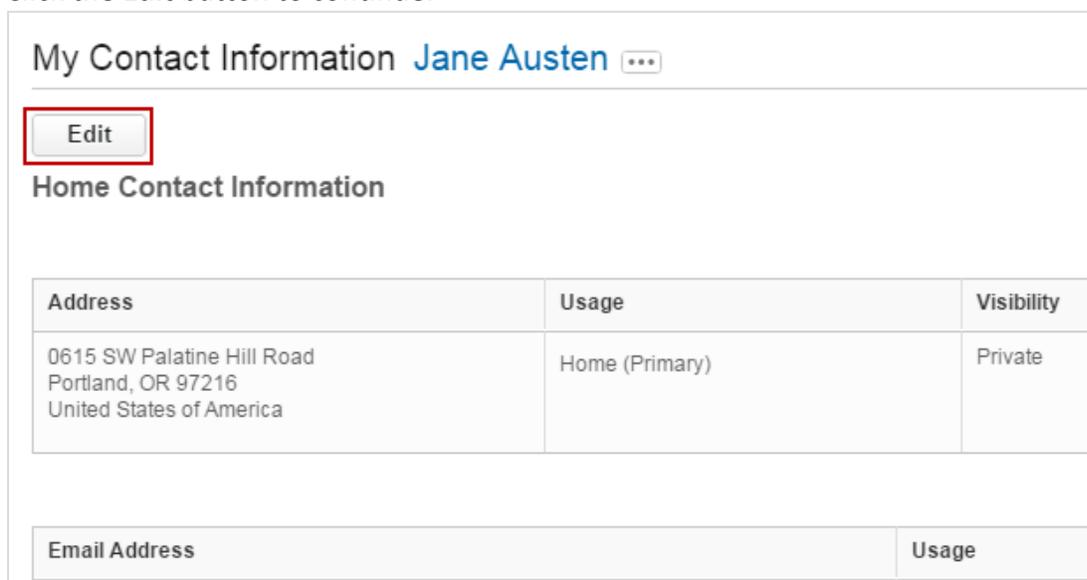
HOME ADDRESS CHANGE

Follow the steps below to update your home address in Workday. Student employees should update their addresses with the Registrar.

1. In your **Home** screen, click on **Personal Information**. Next choose **Contact Information** link in the **Change** section.



2. Click the **Edit** button to continue:



3. Click the **Edit** icon in the **Primary Address** row to make changes:

Home Contact Information						
Primary Address	Address	0615 SW Palatine Hill Road, Portland, OR 97216	Usage	Visibility	Private	
Additional Address						
Primary Phone						
Additional Phone						
Primary Email	Address *	hr@clark.edu				
Additional Email						

4. Make changes as needed in the address fields, then click the **Done** button to continue:

Home Contact Information						
Primary Address	Address *	123 Main Street, Portland, OR 97216	Usage	see		 Details  Undo 
Additional Address						
Primary Phone						
Additional Phone						
Primary Email	Address *	hr@clark.edu				
Additional Email						
Primary Instant Messenger						
Additional Instant Messenger						
Primary Web Address						

Address

123 Main Street, Portland, OR 97216

Effective Date

03/13/2015 

Country *

United States of America 

Address Line 1 * 123 Main Street

Address Line 2

City * Portland

State * Oregon 

Postal Code * 97216

County

5. Click **Submit** at the bottom of the screen to save your changes.