UPDATE CONTACT INFORMATION

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

1. In Workday, click on the View All Apps icon on the home page.

Good Afternoon, Nadia Khalid	Mannai	Es Monday, March 14, 2022	
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2. Select **Personal Information** from the All Apps Screen.



Emergency Notification System:

If you wish to receive Lewis & Clark College emergency notifications, please do the following:

• Personal email - please make sure your personal email is accurate in Workday • Text message - text "LCAlerts" (w/out quotations) to 70815

WORKDAY REFERENCE

UPDATE CONTACT INFORMATION

3. Select **Contact Information** from the Change section.



4. Review all of your contact information.

*Please be sure:

- a. Your mobile phone number is accurate
- b. Your personal email is accurate
- 5. To update your information, click the oval "Edit" button located on the upper left corner of the screen.



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Home Contact Information

- 6. To edit the field click on the pencil icon to the right:
- 7. Click on the **Submit** button to complete.

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